



JOB DESCRIPTION

Position: Payroll Officer
Department: Finance
Supervisor: Finance Manager/Director
Type: Full-time; Permanent
Salary: Based on education and experience
Location: Watson Lake, Yukon
Closing date: Until filled.

Job Description:

Liard First Nation is looking for an experienced Payroll Officer to manage all aspects of payroll processing. The Payroll Officer will be responsible for accurately calculating wages, maintaining payroll records, preparing reports, and ensuring compliance with relevant laws and regulations. The ideal candidate will have a strong understanding of payroll processes, excellent attention to detail, and the ability to work effectively in a fast-paced environment.

Responsibilities:

- Process payroll accurately and timely, ensuring compliance with Liard First Nation policies and relevant laws and regulations.
- Auditing data entry of bi-weekly payroll and reviewing accuracy of timesheets and exception earnings.
- Processing full-cycle bi-weekly payroll, including data entry of leave forms, additional hours/overtime forms and adjustments for the salary pay in accordance with government regulations.
- Maintain and update employee payroll records, including new hires, terminations, and changes in employment status.
- Calculate wages, deductions, and overtime payments accurately.
- Prepare and distribute payroll reports to management and other stakeholders.
- Respond to employee inquiries regarding payroll matters and resolve any issues or discrepancies.
- Collaborate with HR and Finance departments to ensure accurate and timely processing of payroll data.
- Assist in the preparation of payroll-related tax filings and reports.
- Maintain confidentiality of payroll information and ensure data security.
- Leave administration includes verifying sick leave, vacation leave and other accrued balances and helping employees and supervisors.
- Completing Records of Employment and responding to payroll related inquiries from employees, Human Resources, and external agencies.



**Liard First Nation
Executive Council Office**

Requirements:

- Proven work experience as a Payroll Officer or similar role
- Strong knowledge of payroll processes, laws, and regulations in Canada
- Proficient in using payroll software and MS Office applications.
- Excellent attention to detail and accuracy
- Strong organizational and time management skill
- Ability to work independently and meet deadlines.
- Excellent communication and interpersonal skills
- High level of integrity and ability to maintain confidentiality.
- Knowledge of Indigenous payroll practices and familiarity with Liard First Nation policies (preferred)
- RCMP Criminal Record check will be required.

Education:

- A two-year certificate/diploma in Business Administration or Accounting & Finance together with a minimum of three years current direct payroll experience.
- Certification in Payroll Compliance Practitioner (PCP) or Certified Payroll Manager (CPM) (preferred)
- A strong working knowledge of the basic accounting principles necessary for payroll calculations and account reconciliations.
- An equivalent combination of education and experience will be considered.

Experience:

- Knowledge of Indigenous payroll practices and familiarity with First Nation policies (preferred)
- Minimum two years' payroll experience.
- Experience in payroll and/or Finance in a First Nations organization, preferably a Yukon First Nation.

Working Conditions:

This position is not required to travel in and out of territory. Some overtime and weekend work may be required. The position mediates, de-escalates, resolves, intervenes, and provides solutions through face-to-face contact and meetings.

To Apply:

Please submit a resume to the LFN Executive Office or email resume@liardfirstnation.ca

Thank you to all who apply, however, only those selected for an interview will be contacted.