



# Dnaagdawenmag Binnoojiiyag

## Child & Family Services

517 Hiawatha Line  
Hiawatha First Nation, ON  
K9J 0E6

### **Employment Opportunity Payroll/Finance Coordinator Dnaagdawenmag Binnoojiiyag – Hiawatha First Nation**

#### **Purpose of the Position:**

Reporting to the Finance Manager, the Payroll/Finance Coordinator is responsible for carrying out assigned responsibilities with respect to the accounts receivable function as well as the payroll function.

#### **Responsibilities:**

##### **1. Accounts Receivable**

- a. Will be required to process transactions and maintain the accounts receivable module within the accounting software.
- b. Interact with government agencies, customers and staff to ensure timely collection of amounts owing.

##### **2. Payroll System**

- a) Administers a computerized payroll system for all employees, full-time and part-time salaried employees and hourly wage earners.
- b) Sets up employee information indicating earnings, related deductions and applicable benefits for newly hired employees, part-time employees and any salaried employees.
- c) Prepare payroll summary ensuring reconciliation of earnings and deductions with output records.
- d) Ensure payroll summary data is transferred to a journal entry assigning the various costs and deductions to appropriate General Ledger Accounts; prepares Revenue Canada remittances (CPP, UIC and income tax) and ensures delivery to the bank by the specified deadlines.
- e) Prepares accurate accounting records of all payroll related information.
- f) Prepares and reviews the annual T-4 summary, and includes any correspondence or payment to explain discrepancies; remits same to Revenue Canada with individual employee T-4 copies.
- g) Ensures all benefits available to employees are processed in the system by enrolling new employees, terminating those employees who are departing, and remitting current coverages on a monthly basis, or as requested by the insurance carrier.
- h) Be responsible for the recording of time sheets and attendance records in the Human Resources information system to ensure its accuracy and completeness.

##### **3. Administrative**

- a) Prepare periodic calculations, working papers and analysis in support of the bank reconciliation, group dental and health insurance for clients, foster care, payroll data, compliance reports, Ministry financial reporting and fiscal year end.
- b) Perform year end closing procedures at the conclusion of the annual audit.
- c) Maintain current knowledge of all financial processes and be able to perform any backup accounting duties in the event of absence or vacation.
- d) Assist the Finance Manager with internal audits of financial transactions and preparing financial

analysis and reports.

#### **4. Community Relations**

- a) Establish and maintain effective and positive public relations.
- b) Ensures positive working relationships between DBCFS, other First Nation partners and relevant external agencies.

#### **5. Other Duties**

- a) Ensures the effective implementation of other duties as determined by the Finance Manager and/or Director of Finance and Administration.
- b) Work with HR to ensure employee files are up to date

#### **Education and Experience:**

- Diploma or Degree with a major in accounting or a related field or;
- a CAFM - Certified Aboriginal Financial Managers designation or be currently pursuing designation.
- a minimum of three years' experience in a payroll position
- experience with Ministry of Child & Youth Services (MCYS) funding formula would be considered an asset.
- strong working knowledge of Sage 300 would be an asset.
- demonstrated ability to pay attention to detail.
- individual must be bondable.

#### **Accountabilities:**

- Ability to provide an acceptable Driver's Abstract;
- Ability to provide an acceptable CPIC with VPSS;
- The employee is required to provide their own vehicle for used on the job;
- Provide proof of liability insurance coverage for at least \$2,000,000.00 which must include coverage for the transportation of children.

#### **Work/Knowledge Requirements:**

The successful applicant will:

- be familiar with the financial requirements associated with federal and provincial funding of transfer payment agencies.
- be thoroughly familiar with the implementation and use of Financial Management Policies.
- have knowledge of accounts payable, accounts receivable and maintaining general ledgers.
- have knowledge of payroll functions and procedures with ability to maintain a high level of accuracy in preparing and entering financial and payroll information.
- have a solid background in the use of computers
- computers and accounting, spreadsheet and document software.
- have a sound knowledge of techniques used in financial research/analysis.

**Starting Salary Range:** Starting Salary \$53,000.00 - \$63,686.00 dependent on qualifications with potential to earn up to \$70,397 as per our full Salary Range for this role.

**Open until Filled:**

- Incomplete applications will not be considered;
- Only those selected will be contacted for an interview.

**Please send:**

- Application for Employment (available at [www.binnoojiiyag.ca](http://www.binnoojiiyag.ca) ). Please indicate preferred location in your application;
- Cover letter and Resume (include 3 work related references) to:

Carrie Wilson, Recruiting Coordinator  
Dnaagdawenmag Binnoojiiyag Child & Family Services,  
517 Hiawatha Line,  
Hiawatha First Nation, ON K9J 0E6  
Fax: 705-295-7137  
Email: [careers@binnoojiiyag.ca](mailto:careers@binnoojiiyag.ca)

**Notes:**

- Persons of Indigenous ancestry and members of Dnaagdawenmag Binnoojiiyag First Nations are encouraged to apply;
- For a full job description and any questions please email: [careers@binnoojiiyag.ca](mailto:careers@binnoojiiyag.ca)