



Niijaansinaanik Child and Family Services

Niijaansinaanik Child and Family Services is currently in the designation process to become a fully mandated Child Well-Being Agency to provide Prevention and Protection Services. We serve the communities of Wahnapiitae, Henvey, Magnetawan, Shawanaga, and Wausauksing First Nations.

COMPENSATION AND BENEFITS COORDINATOR PERMANENT FULL-TIME

The Compensation and Benefits Coordinator is responsible for the administration of Niijaansinaanik Child and Family Services (NCFS) compensation, centralized group benefit and retirement programs for NCFS employees, ensuring that payroll and benefit processing occurs in an accurate and efficient manner. This position is also responsible for the administration of the health benefit plan for the children in the care of NCFS.

KEY JOB FUNCTIONS

Payroll

- Process bi-weekly payroll and update employee timecards as necessary
- Review payroll register for accuracy
- Enters, analyzes, audits and maintains employee information received from the Human Resources department in the payroll system, including new hires, employee exits and changes
- Calculate payment of overtime, wage increases, retroactive salary increases, vacation pay-outs, etc.

Employee Benefit Plan Administration

- Manage the administration of employee benefit programs including medical, dental, vision, life insurance, disability and retirement programs.
- Review benefit invoices for accuracy and follow-up with the insurance carrier representative on any discrepancies prior to sending the invoice for authorization and processing.
- Prepare all annual reporting requirements required by pension legislation (i.e. Form 7 – Pension Estimates, Annual Information Return)
- Verify eligibility and participation of employees in all benefit and retirement programs in accordance with NCFS policies and insurance provider/pension plan agreements.

Children in Care Health Insurance Plan Administration

- Manage the administration of the health insurance plan for children in care.
- Reconcile and review monthly invoices for accuracy and follow-up on any discrepancies with the insurance carrier representative prior to sending the invoice for approval and processing.
- Enroll, update and/or terminate based on admissions and discharges of children into care with our insurance carrier.
- Liaise with the Services Supervisor(s) as necessary to provide problem resolution for any child health insurance related matters.

Analysis and Reporting

- Maintain effective filing systems/communication workflows that preserve the integrity and confidentiality of employee and client information.
- Review general ledger coding to ensure consistency and adherence to the NCFS chart of accounts.
- Assist the Director of Finance with the preparation of payroll/benefit budgets and forecasts.
- Assess the employee NCFS employee health benefit plan and provide any recommendations for change to the Director of Finance.

Qualifications

Minimum Education

- Diploma or degree in a Business program
- Course work contributing to a Payroll Compliance Practitioner (PCP), a Certified Payroll Manager (CPM) and/or a Certified Employee Benefit Specialist (CEBS) an asset
- Knowledge of health benefits programs, sick pay, retirement plans, etc.

Minimum Experience

- 2 to 3 years of prior related experience in the field of payroll, benefits and group retirement program administration.

Knowledge Requirements

- Knowledge of the Employment Standards Act and Payroll legislation
- Advanced proficiency with MS Office software, particularly Excel.
- Superior attention to detail and analytical skills.
- Ability to prioritize, multi-task and meet deadlines in a fast-paced environment
- Ability to maintain safeguards for the confidentiality of agency and client information.
- Strong verbal and written communication skills.

Other Requirements

- Must provide a clear Police Records Check – Vulnerable Sector
- Must provide a Class 'G' Ontario Driver's Licence
- Must have \$1M auto insurance liability coverage
- Must provide an acceptable three-year uncertified Driver's Abstract

Work Site Location:

- North Bay Office location

Niijaansinaanik is committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request for candidates taking part in the recruitment process. Please submit your resume and cover letter along with three work related references to:

Bonnie Reid, Director of Human Resources
Niijaansinaanik Child and Family Services
940A Main Street, Dokis First Nation, ON P0M 2N1
Email to: careers@nijcfs.com or fax to (705) 223-7439

Application deadline is:

April 12, 2021 at 4:00 p.m.

Preference will be given to applicants of Native ancestry, please self-identify.

We thank all those applicants for their interest, however, only those selected for an interview will be contacted.

For a more detailed job description, please contact

Human Resources at careers@nijcfs.com

or call (705)923-8400.