



# Employment Opportunity

Position: **Accounts Receivable/Payroll Administrator**      Posting Reference #: NTC-2025-20  
Status: Full-time  
Opening Date: September 18, 2025      Closing Date: September 26, 2025  
Location: 384 Fort William Road      Salary: Annual Range \$53,000 to \$68,000

Join **Nokiiwin Tribal Council**, a dynamic and rapidly expanding non-profit organization committed to fostering growth and prosperity in collaboration with our six member First Nations. If you're passionate about making a positive impact in areas such as governance, health and safety, finance, access to justice, economic development, community planning, technical, and education services, we invite you to explore exciting opportunities with us. Learn more about our mission and vision at [www.nokiiwin.com](http://www.nokiiwin.com) and be a part of a meaningful journey towards community empowerment and unity.

Nokiiwin Tribal Council is seeking an Accounts Receivable / Payroll Administrator is responsible for ensuring the accuracy, timeliness, and compliance of Nokiiwin Tribal Council's receivables and payroll operations. This role supports the organization's financial integrity by managing invoice issuance, payment tracking, payroll processing, benefit and pension reconciliations, and ensuring adherence to legislative requirements and funding agreements. The position contributes to stable cash flow, strengthened compliance, and accurate financial reporting.

## Key Responsibilities:

- **Payroll Administration**
  - Process bi-weekly payroll including salaries, deductions, and benefits.
  - Ensure compliance with tax laws and statutory requirements.
  - Maintain payroll documentation and support audits.
- **Benefits & Pension Reconciliation**
  - Reconcile contributions and ensure accurate remittances to providers.
- **Accounts Receivable Management**
  - Issue invoices per funding agreements and internal policies.
  - Monitor payments and follow up on outstanding accounts.
  - Maintain accurate receivables ledger.
- **Financial Reporting & Compliance**
  - Maintain records for audits and reporting.
  - Assist in preparing reports for funders and management.
  - Review funding agreements for financial obligations.
- **Record Keeping & Support**
  - Organize financial documentation in line with internal controls.
  - Support budget tracking and forecasting.
  - Provide monthly reports on receivables and payroll metrics.
- **Other Duties**
  - Participate in finance policy and system improvements.
  - Perform other tasks as assigned by the Finance Manager.

## Qualifications and Skills:

- Diploma or degree in Accounting, Finance, or Business Administration and/or related field.
- 2-3 years of experience in payroll and accounts receivable.
- Proficiency in Sage, Paydirt, and Microsoft Excel.
- Knowledge of payroll legislation and financial reporting.
- Strong attention to detail, confidentiality, and organizational skills.
- Excellent accuracy and attention to detail.
- Proficiency in accounting software; ability to learn new systems.
- Clear and effective communication (written & verbal).
- Time management, ability to prioritize and meet deadlines.
- Ability to work independently and as part of a team.
- Valid Ontario driver's license, reliable transportation and up to date insurance.
- Level 1 Criminal Reference Check required.

**Ready to make a difference?**

Apply today and become part of our dynamic team!

Interested applicants are encouraged to **apply online at [www.indeed.com](http://www.indeed.com)** by **submitting a single PDF document** that includes their cover letter, resume, and three (3) professional references including your immediate Manager or Supervisor by:

**4:00 p.m. Friday September 26, 2025**

*We encourage all qualified candidates to apply for this position. Preference will be given to applicants who self-identify as First Nations, Inuit, or Métis, as part of our commitment to supporting Indigenous communities and advancing reconciliation.*

*Only candidates who meet the qualifications and are granted an interview will be contacted.*

*Nokiwin is an equal opportunity employer and is committed to providing employment accommodation in accordance with the Canada Labour Code and Accessible Canada Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.*