



# Employment Opportunity

Position: **Payroll Administrator Finance Officer** Posting Reference #: NTC-2026-14  
Status: Full-time Hours of Work: 35 hrs/wk  
Opening Date: May 29, 2026 Closing Date: June 19, 2026  
Location: Nokiiwin Tribal Council Hourly Rate: Pursuant to current wage grid

**Join Nokiiwin Tribal Council as we proudly enter our 20th year of operation!** We are a dynamic non-profit organization dedicated to empowering and supporting our member First Nation communities through programs in governance, health and safety, finance, justice, economic development, planning, technical services, and education. Guided by the cultural wisdom of the Seven Sacred Teachings—Love, Bravery, Respect, Honesty, Truth, Wisdom, and Humility—we foster a respectful and inclusive workplace that prioritizes physical, psychological, and cultural safety. Be part of a meaningful journey toward community well-being and unity.

Nokiiwin Tribal Council is seeking a Payroll Administrator Finance Officer. Reporting to the Finance Manager, the Payroll Administrator Finance Officer is responsible for the timely and accurate delivery of payroll, benefits administration, and compensation processes, while supporting broader accounting functions, including accounts receivable and financial reporting.

## Key Responsibilities:

### Payroll Administration

- Process full-cycle bi-weekly payroll, including salaries, deductions, benefits, administration and compensation.
- Reconcile contributions and ensure accurate and timely remittances to providers.
- Ensure payroll compliance with applicable tax laws, employment standards, and statutory requirements.
- Review payroll data for accuracy and completeness prior to final processing in collaboration with the Finance Manager.
- Maintain payroll records and documentation to support audits and reporting requirements.
- Respond to employee payroll inquiries in a timely, professional, and confidential manner.
- Analyze payroll data to identify discrepancies and implement corrective actions.

### Accounting Support

- Assist Finance Manager with the accounting and maintenance of accurate accounts receivable.
- Issue invoices in accordance with funding agreements and internal policies.
- Monitor incoming payments and follow up on outstanding balances.

### Record Keeping & Support

- Organize and maintain financial documentation in accordance with internal controls.
- Support budget tracking, forecasting, and variance analysis.
- Prepare and provide monthly reports on payroll and aged accounts receivable balances.

### Continuous Improvement & Other Duties

- Participate in finance system enhancements and policy improvements.
- Manage multiple priorities effectively and meet deadlines.
- Perform other related duties as assigned by the Finance Manager.

## Qualifications and Skills:

### Education & Experience

- Diploma in Business Administration, or Accounting and/or Certificate in Payroll, such as Payroll Compliance Practitioner (PCP) Certification is preferred, or an equivalent combination of education and experience
- 2-3 years of recent full-cycle payroll processing experience.
- Experience with accounts receivable and general accounting support functions.

## Technical Skills

- Proficiency in Sage, Paydirt, and Microsoft Office (Excel, Outlook).
- Strong understanding of payroll legislation and financial reporting practices.
- Ability to learn and adapt to new financial systems and technologies.
- Strong attention to detail with a high level of accuracy.
- Proven ability to manage confidential information with discretion.
- Excellent organizational and time management skills with the ability to prioritize competing demands.
- Strong analytical skills with the ability to identify and resolve discrepancies.
- Effective written and verbal communication skills.
- Ability to work both independently and collaboratively within a team environment.
- 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 by:

**4:00 PM Friday June 19, 2026**

*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.*

*Nokiiwin 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.*

**Learn more at [www.nokiiwin.com/work](http://www.nokiiwin.com/work)**

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