



<b>POSITION TITLE:</b>	PAYROLL/FINANCE COORDINATOR
<b>DEPARTMENT:</b>	FINANCE AND OPERATIONS
<b>REPORTS TO:</b>	PAYROLL SUPERVISOR
<b>CLASSIFICATION:</b>	CONTRACT UNTIL MARCH 2025
<b>FULL SALARY RANGE:</b>	\$57,992.13 TO \$77,027.77
<b>LOCATION:</b>	HIAWATHA FIRST NATION, ON
<b>POSTING DATE:</b>	MARCH 22 <sup>ND</sup> , 2024
<b>CLOSING DATE:</b>	APRIL 7 <sup>TH</sup> , 2024

Dnaagdawenmag Binnoojiiyag Child & Family Services is a multi-service Indigenous wellbeing agency. We provide a stable foundation for children, youth, and families, through wraparound services that are culturally based, and family focused.

### **POSITION SUMMARY**

Reporting to the Payroll Supervisor, the Payroll/Finance Coordinator is responsible for carrying out assigned responsibilities with respect to the accounts payable function as well as the payroll function, in collaboration with team members.

### **RESPONSIBILITIES**

#### **Accounts Payable**

- Processes transactions for accounts payable module and iexpenses within the accounting software
- On-line credit card review and approval for payment
- Other accounts payable duties as required
- Interacts with government agencies, customers and staff to ensure timely payments

#### **Payroll System**

- Administers a computerized payroll system for all employees, full-time and part-time salaried employees and hourly wage earners.
- Sets up employee information indicating earnings, related deductions and applicable benefits for newly hired employees, and those with a change in status, inclusive of permanent and contract hourly and salaried, employees
- Prepare payroll summary ensuring reconciliation of earnings and deductions with output records.
- Ensure payroll summary data is transferred to a journal entry form assigning the various costs and deductions to appropriate General Ledger Accounts; prepares Revenue Canada remittances (CPP, EI and income tax) and ensures delivery to the bank by the specified deadlines.



- Prepares accurate accounting records of all payroll related information.
- 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.
- 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.
- Be responsible for the recording of time sheets and attendance records information system to ensure its accuracy and completeness.

### **Administrative**

- Prepare periodic calculations, excel working papers and analysis in support of the bank reconciliation, group dental and health insurance for children, youth, and families in which we serve, payroll data, compliance reports, Ministry financial reporting and fiscal year end.
- Perform year end closing procedures at the conclusion of the annual audit.
- Maintain current knowledge of all financial processes and be able to perform any backup accounting duties in the event of absence or vacation.
- Assist the Payroll Supervisor &/or Finance Manager with internal audits of financial transactions and preparing financial analysis and reports.

### **Community Relations**

- Establish and maintain effective and positive public relations.
- Ensures positive working relationships between Dnaagdawenmag Binnoojiiyag Child & Family Services, First Nation partners and community collaterals.

### **OTHER DUTIES**

- Ensures the effective implementation of other duties as determined by the Payroll Supervisor, Finance Manager, and/or Director of Finance and Administration.
- Work with Human Resources to ensure employee files are up to date, by entering changes in exemptions, job title and/or department/division transfers.
- Other Duties as assigned by Supervisor.

### **POSITION REQUIREMENTS**

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

- A post-secondary degree with a major in accounting or a related field or,
- A post secondary education in finance/accounting coupled with at least two (2) years of similar experience.
- Experience working within Child Welfare and/or Indigenous Child-Wellbeing setting would be considered an asset.

#### **Knowledge Requirements:**



- A strong working knowledge of Sage 300 would be an asset.
- Proficient in operating MS Office Suite, database software and accounting applications.
- 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 sound knowledge of techniques used in financial research/analysis.
- Strong knowledge of the child welfare system and the issues faced by the First Nation, Inuit and Metis peoples.
- Knowledge of Indigenous culture and values including awareness of the First Nation, Inuit and Métis Communities we service.
- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the Sixties Scoop upon them is essential.

**Ability Requirements:**

- Demonstrated ability to handle large volume of work while maintaining a high level of accuracy and meet strict deadlines.
- Attention to detail and problem solving skills.
- Ability to use sound judgment in consideration of financial resources.
- Flexibility and willingness to perform a variety of support tasks.
- Effective communication skills in the use of email, telephone, video and chat.
- Developed interpersonal, customer service skills to work cooperatively with others.

**Mandatory Requirements:**

- Must be willing to work flexible hours including weekends, evenings and holidays as required.
- Provide an acceptable Canadian Police Information Centre Check (CPIC) and Vulnerable Sector Screening (VSS).
- Able to provide a safe vehicle for use on the job, an acceptable Driver's Abstract, evidence of a valid Ontario Driver's License and of Personal Liability & Property Damage insurance coverage for at least \$2,000,000.00.

**WORKING CONDITIONS**

- You will be provided a working location within your region by the Organization.
- Travel within the catchment area will be required.
- At our Agency, we actively encourage a healthy work life balance and aim to ensure working hours do not exceed 35 hours per week and/or do not need to be conducted during evenings and weekends. We recognize however, that the needs of the children, youth and families that we work alongside do require services outside of these hours. We have a flexible work policy where we aim to maintain an 8-hour



schedule (inclusive of a 1 hr lunch), but there are occasions where such planning is not possible. In this role, you will need to have flexibility in your work schedule.

### **STARTING SALARY RANGE**

- \$ 57,992.13 -\$69,684.66 depending on qualifications and experience.

\*PLEASE NOTE: The full salary range is the total earning potential for this position. Increases are awarded based on your annual performance review.

### **TO APPLY**

- Please email the following to [careers@binnoojiiyag.ca](mailto:careers@binnoojiiyag.ca)
  - Application for Employment (available at [www.binnoojiiyag.ca](http://www.binnoojiiyag.ca))
  - Please indicate preferred location in your application
  - Resume (include 3 work related supervisory references)
- Incomplete Applications will not be considered.
- Only those selected will be contacted for an interview.
- As an Indigenous Child Wellbeing Agency, we give priority to applicants who identify as First Nations, Inuit, Métis, and those with close affiliations.