



**Piapot
First Nation**

General Delivery
Zehner, SK S0G 5K0
Ph: 306.781.4848
Fax. 306. 781-4853
piapotnation.com

Finance Clerk Payroll – One Full-Time Position Available

About Piapot First Nation

Piapot First Nation (PFN) is located northeast of Regina, with a population of approximately nine hundred members on reserve. Piapot controls lands which are comprised of over 19,000 hectares located throughout Saskatchewan. With an abundance of community programs, we take pride in our Nation, ensuring we maintain our cultural and spiritual teachings, which are of utmost importance in our daily operations.

Job Summary:

The Finance Clerk Payroll is responsible for providing financial and administrative payroll services in order to ensure effective, efficient and accurate financial and administrative operations.

The Finance Clerk Payroll reports to the Finance Manager and is responsible for providing financial, administrative and clerical services to the Finance department. This includes processing, preparing and monitoring the payroll system. Providing these services in an effective and efficient manner will ensure that Piapot First Nation finances are accurate and up to date, that staff are paid in a timely and appropriate manner within established time limits.

Responsibilities will include, but not limited to:

- Complete payroll functions in order to ensure staff are paid in an accurate and timely manner
- Establish and maintain confidential casual employee files
- Process TD1 forms (if applicable)
- Calculate salaries and benefits
- Verify pay amounts, hours of work, deductions, etc.
- Enter, update and maintain employee benefits and pension
- Verify coding and obtain signatures
- Batch pay sheets for data entry
- Data entry of payroll information
- Log in and distribute pay cheques
- Prepare and remit source deductions and payroll tax (if applicable)
- Print and distribute monthly financial reports, as requested
- Maintain inventory files
- Maintain a filing system for all employee financial documents
- Ensure the confidentiality and security of all financial files
- Perform other related duties as required



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Qualifications:

- Minimum of 2 years' experience in accounting or a payroll role or equivalent education.
- Knowledge of accounts payable and receivables.
- knowledge of employee benefits (group insurance, pension plan, CPP, workers compensation).
- Excellent communication skills with customers, vendors, management & co-workers.
- Ability to adapt to a changing environment and meet tight deadlines.
- Proficient in Excel & Word and strong ability to learn new accounting software programs.
- Strong attention to detail.
- Results driven.
- Mathematical aptitude.
- Self-motivated and confident.
- Highly organized and diligent.
- Exceptional interpersonal skills.
- Excellent written and verbal communication.

DEADLINE: Wednesday October 2nd, 2024 @ 4:30 PM

If you are interested in applying for this position, please send a cover letter detailing your qualifications with your resume and three current work-related references to:

Email: hr@piapotnation.com

ATTENTION: Human Resources
Piapot First Nation
General Delivery, Zehner SK S0G 1K0

We thank all those that apply, however, only those that are selected for an interview will be contacted. Piapot First Nation relies on The Saskatchewan Human Rights Code to give preference in employment; therefore, please indicate your status on the cover letter.