



**JOB POSTING
PAYROLL ADMINISTRATOR
FULL-TIME INDEFINITE
HUMAN RESOURCES
DEPARTMENT OF FINANCE AND ADMINISTRATION**

**SALARY LEVEL: PAY BAND 5 \$60,626.00 - \$89,741.29 ANUALLY
DEADLINE TO APPLY: NOVEMBER 25, 2024, BY 4:00PM**

SUMMARY OF RESPONSIBILITIES:

Under the supervision of the Human Resource Manager, the incumbent provides payroll services to the organization while ensuring that payroll is processed in compliance with policy, legislation, tax laws and organizational requirements. The incumbent ensures that the MCA payroll process runs smoothly, hours worked are verified, and the payroll is processed on time. This role handles all aspects of the payroll process including year-end processing and reporting. The incumbent is also responsible in assisting MCA's workforce with access, technical matters and troubleshooting with the payroll database..

QUALIFICATIONS:

- Bachelor's degree in Business Administration or related degree with 2 year's experience working in Payroll, Human Resources or Finance
- OR**
- 2-year diploma in Business Administration or related diploma with 2 years' experience in Payroll, Human Resources or Finance, and
 - Must complete Payroll Compliance Practitioner from the National Payroll Association within 2 year of employment.
 - Working knowledge of Microsoft Office, ACCPAC, Adobe Acrobat, ADP or automated payroll system. Judgement and the ability to understand and apply accounting concepts are critical.

All interested applicants **MUST** submit all of the following documents:

1. a cover letter,
2. resume,
3. copies of all relevant certificates/diplomas,
4. status card (if applicable) and
5. three references submitted on Consent to Release Reference Check form, which can be found on the Akwesasne.ca website under Employment.

Applicants must clearly outline that they meet the qualification requirements on their resume. Native preference in hiring. A criminal record check is mandatory before start of employment. As a requirement of employment, all applicants must have a Canadian Social Insurance number. An eligibility list will be created for one year. We thank all applicants for their interest, however, only qualified candidates invited for an interview will be contacted. MCA reserves the right to retract, postpone, or revise employment opportunities at any time.

Submit application packages using one of the following methods (email preferred):

E-mail: jobs@akwesasne.ca

Mail: MCA Staffing Officer, PO Box 90, Akwesasne, Quebec H0M 1A0

Drop Off: 10 Akwesasne St, Administration Building #3, Akwesasne, Quebec H0M 1A0