



<https://onionlakehealth.org/careers/payroll-accounting-clerk-olhbi-administration/>

## Payroll Accounting Clerk – OLHBI Administration

**Hiring organization**  
OLHBI

### Description

**Employment Type**  
Full-time

The Payroll Clerk is accountable for collecting timekeeping information, incorporating a variety of deductions into a periodic payroll system, issuing pay and pay-related information to employees. Payroll clerk is responsible for configuring payroll accounting system for standard deductions, preparing T4's and ROEs for employees.

**Reports to: CFO/Finance Controller**

### Responsibilities

- Maintain, implement and adhere to a documented system of financial accounting policies and procedures.
- Maintaining a proper filing system for the financial records, correspondence and related documents pertaining to payroll.
- Compiling payroll data such as garnishments, vacation time, insurance and other deductions.
- Remitting all deductions in a timely manner.
- Extracts timesheets and review work hours for completeness and accuracy, ensuring employees receive the correct statement of earnings.
- Ensures hours are categorized and allocated to correct cost centers.
- Establish, maintain and reconcile the general ledger, balance sheet and as it relates to payroll deductions/reimbursements.
- Maintains up to date employee information.
- Responds to employee and government agency inquiries in regard to payroll.
- Prepare bi-weekly pay for all Health, Community Wellness, Ekweskeet/Detox and EMS.
- Prepare ROE for employees; prepare T4's on an annual basis.
- Assist with preparation with annual audit.

### Qualifications

- Familiar with computerized accounting programs and Microsoft Office.
- Awareness of generally accepted accounting principles.
- Experience in using payroll systems and reporting.
- Certificate or Diploma in Accounting or Office administration.
- Understanding of relevant municipal legislation, policies and procedures.
- Knowledge of the First Nations Culture and political environment.

### Contacts

**DEADLINE DATE: September 4, 2024**

Only qualified applicants will be contacted for an interview.

Interested applicants, who meet the qualifications as listed above, must submit:

1. Cover letter

2. Current resume with dates specified
3. LIST of three current references with phone numbers
4. Vulnerable Sector Check/Clear Criminal Record Check
5. Drivers Abstract

**Attention to: Human Resources**

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