



Job Opportunity

Competition # 0122-18

**PAYROLL ADMINISTRATOR
ADMINISTRATION OFFICE
FULL TIME PERMANENT**

THE POSITION

An experienced Payroll Administrator is sought for a full time permanent position based out at the BATC Administration building in North Battleford SK. The Payroll Administrator will report to the Finance Controller and will prepare and processes payroll biweekly for all BATC staff. In addition, this position is also responsible for maintaining and updating personnel files for all employees.

DUTIES & RESPONSIBILITIES

- Preparing biweekly payroll
- Enter into Quickbooks
- Processing by Direct Deposit
- Ensuring that all payroll remittances are completed accurately and within deadlines
- Preparing reports as required
- Maintaining accurate employee information records
- Balancing payroll related G/L accounts at month-end
- Preparing all year-end reports, including annual vacation leave reconciliations and issuing T4's
- Issuing ROE's and all other payroll-related records
- Providing customer service for day-to-day payroll issues
- Other duties as assigned

QUALIFICATIONS

- Recognized accounting diploma or equivalent, obtained through training
- 2 years of experience in a payroll or accounting environment
- Excellent computer and keyboard skills are required
- Experience working with First Nation payroll and/or accounting
- Experience using Quickbooks Accounting Software is considered an asset

CLOSING DATE: DECEMBER 7, 2022 @ 4:30PM – PLEASE QUOTE COMPETITION # 0122-18

When applying, please submit: Resume, Cover Letter, Drivers Abstract and CPIC

**Human Resources
Battlefords Agency Tribal Chiefs, Inc.
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Email: humanresources@batc.ca**

*Battlefords Agency Tribal Chiefs, Inc. thanks all applicants,
but only those screened for an interview will be contacted.*