



Ojibway Nation of Saugeen
General Delivery, Savant Lake, Ontario, P0V2S0

EMPLOYMENT OPPORTUNITY

Job Title: Payroll and Benefits Administrator
Location: Savant Lake, Ontario
Employment Type: Full-Time, Permanent
Reports To: Finance Manager

Ojibway Nation of Saugeen (ONS) is seeking a dependable, organized, and detail-oriented Payroll and Benefits Administrator to support the accurate and timely administration of payroll, employee benefits, leave tracking, and related employment documentation. This position helps ensure payroll and benefits processes are carried out in a professional, confidential, and well-documented manner.

Working closely with the Finance Manager, Band Manager, Human Resources, employees, and external agencies, the Payroll and Benefits Administrator plays an important role in helping ensure payroll records, remittances, benefits administration, and employment documentation are accurate, compliant, and current.

Key Responsibilities

- Prepare and process biweekly payroll accurately and on time
- Review payroll information for completeness, accuracy, and proper authorization prior to processing
- Ensure payroll changes, including new hires, terminations, salary adjustments, deductions, and leave entries, are entered correctly
- Verify timesheets, attendance records, leave submissions, and supporting documentation for payroll processing
- Prepare and submit payroll-related remittances, including Canada Revenue Agency deductions, pension contributions, benefits payments, garnishments, and other required remittances
- Maintain and reconcile payroll-related records, reports, and payroll clearing accounts, and investigate discrepancies as required
- Prepare T4 slips, Records of Employment, and other payroll compliance documentation within required deadlines
- Administer employee benefits enrolments, changes, and terminations in accordance with plan requirements and organizational procedures
- Experience working with electronic document, approval and tracking systems (“FMIS”)
- Manage and maintain employee leave credits, including vacation, sick leave, lieu time, and other applicable leave, FMIS, and payroll systems
- Prepare and process employee travel advances, travel claims, and related expense reimbursements in accordance with organizational policy
- Prepare employment contracts, offer letters, payroll forms, and related employment documentation as assigned
- Maintain confidential HR and payroll files in an organized, secure, and up-to-date manner
- Respond to payroll, benefits, and leave-related inquiries in a professional and confidential manner
- Assist with year-end payroll reconciliations, audit requests, process reviews, and related administrative support as required
- Perform other related duties as assigned

Qualifications

- Diploma or certificate in Payroll Administration, Accounting, Business Administration, Human Resources, or a related field is preferred
- A minimum of two (2) years of related experience in payroll and benefits administration, bookkeeping, or a similar role is preferred
- Experience processing payroll in a computerized payroll system is required
- Experience working with electronic document management/approval systems, electronic accounting systems or a similar financial management system is an asset
- Payroll Compliance Practitioner (PCP) designation, or progress toward certification, is an asset
- Experience working in a First Nation community or organization is an asset
- Valid driver's license may be considered an asset depending on operational needs
- Satisfactory criminal record check may be required

Knowledge, Skills and Abilities

- Strong knowledge of payroll processes, remittances, statutory deductions, and payroll compliance requirements
- Knowledge of employment standards, payroll legislation, benefits administration, and recordkeeping requirements
- Ability to prepare and reconcile payroll reports, remittances, leave records, and related accounts accurately
- Strong attention to detail and a high level of accuracy in data entry and calculations
- Ability to maintain strict confidentiality and handle sensitive information with professionalism and discretion
- Strong organizational and time management skills with the ability to meet deadlines and manage recurring payroll cycles
- Ability to communicate clearly and professionally with employees, management, and external agencies
- Proficiency in Microsoft Office, particularly Excel, Word, and Outlook
- Ability to work independently and as part of a team

Schedule & Compensation

- Full-time position based on regular office hours, with flexibility required during payroll periods, month-end, year-end, and reporting deadlines
- Starting salary from \$55,000 to \$65,000 annually based on experience and qualifications
- Benefits and pension eligibility may be provided in accordance with policy, where applicable

Working Conditions

- Work is performed primarily in an office setting with regular interaction with employees, management, and external agencies
- Position requires extended periods of sitting, computer use, data entry, document review, and financial recordkeeping
- Peak workload periods may occur during payroll processing, month-end, year-end, and audit preparation

- Work involves handling confidential payroll, benefits, employee, and organizational information and requires a high degree of accuracy and attention to detail

How to Apply

Please send your resume and a brief cover letter to ian.beardy@ojibwaynationofsaugeen.ca with the subject line: Payroll and Benefits Administrator Application – [Your Name]. Applications will be reviewed on a rolling basis until the position is filled.