



INDEPENDENT FIRST NATIONS ALLIANCE

Job #176 Finance Officer - Payroll

Location: Sioux Lookout/ Thunder Bay Office (Onsite)

Department: Finance

Type of Role: Full-Time

We are seeking a dedicated individual experienced in payroll administration and ensuring that payroll and payment obligations are met in an accurate and timely manner. This role requires exceptional computer skills, attention to detail, mathematical, problem solving, organizational, and time management skills. The role will report to the Senior Finance Officer.

Responsibilities:

- Payroll Preparation: Process biweekly payroll, verify employee timesheets, calculate pay, benefits, overtime, and other payments. Address payroll issues and inquiries from staff, tax agencies, and benefit providers. Prepare payroll deposits, distribute pay slips, and generate payroll reports.
- Payroll Records & Posting: Review and post payroll batches to the accounting system. Maintain accurate payroll records and update employee files for changes in pay, benefits, etc. Organize records in Replicon, PayDirt, and SharePoint. Prepare and issue Records of Employment (ROEs).
- Remittances & Reconciliation: Prepare semi-monthly and monthly remittances for approval. Reconcile payroll clearing accounts and resolve discrepancies. Issue annual T4s, T4As, and other payroll-related returns.
- Cross-Training & Support: Participate in cross-training and job rotations to ensure service continuity. Provide support to Revenue/Budget and Accounts Payable during staff absences
- Other duties as assigned

Position Requirements:

- Accounting diploma (or equivalent).
- 3 years of relevant experience in a non-profit or First Nations environment (preferred).
- Experience in payroll, benefit administration, taxation, and remittances.
- Experience interpreting financial documents and communications.
- Knowledge of accounting software (Adagio preferred) and proficient in the use of Microsoft Office Suite.
- Ability to work independently and as part of a team, with strong communication skills.



- Strong mathematical and problem-solving abilities.
- Ability to maintain a high level of confidentiality when handling sensitive information.
- Up-to-date vaccinations or valid medical exemption
- Valid Clear Criminal Record Check
- Ability to travel occasionally to meetings and conferences within the region.
- A good understanding of the culture and the language is a definite asset.
- Familiarity of Indigenous communities and organizations; experience working for an Indigenous organization.

Note: Flexibility is key at IFNA. You may occasionally cover tasks outside your role, ensuring comprehensive support for our organization's mission.

Why Join IFNA? If you're ready to contribute to our organization and make a meaningful difference, apply now to join our team. We welcome individuals who are committed to supporting the well-being of our communities.

We offer a full benefits package for full-time positions including health, dental, life insurance, short- and long-term disability, pension and vacation starting at 3 weeks.

Salary Range: \$54,529 – \$66,646

Schedule: Regular hours from Monday to Friday

Submit your resume and cover letter outlining your relevant experience and why you are the ideal candidate for this position to recruitment@ifna.ca identifying **Job #176**. We look forward to welcoming you to our team!

Deadline: Position will be open until filled.

Please note that only candidates under consideration will be contacted.

We value diversity and encourage individuals from Indigenous backgrounds to self-declare, as preference may be given to candidates with such backgrounds in line with our commitment to inclusivity and community representation.

IFNA encourages any applicant with accessibility considerations to come forward throughout the recruiting processes.