

EMPLOYMENT OPPORTUNITY

SIKSIKA GROUP OF COMPANIES (SGC)

Date POSTED: July 28, 2022

POSITION: Payroll Clerk
TERM: Three (3) Year Fixed Term Contract
SALARY: Commensurate as per approved Siksika Group of Companies Salary Classification

Deadline for submission: September 3, 2022 (4:30 pm)

Pre-screening: Week of September 5, 2022*

Interviews: Week of September 12, 2022* (SRDL Office)

**Dates subject to change*

General Statement of Duties (not limited to the following):

- Performs daily payroll department operations / functions
- Process payroll data for each entity as required, enters data into payroll system and assists with posting data.
- Assist with the workflow to ensure all payroll transactions are processed accurately and in a timely fashion according to deadlines and schedules
- Assists with entering new hires into the payroll system according to the personnel change forms and contracts, using correct pay codes according to entities, deductions, direct deposit information, etc.
- Ensure Canada Life benefits are calculated monthly and updated in payroll system on a bi-weekly basis, including Pension amounts.
- Assist in the preparation of pay slips, records of employment, T4's, monthly liabilities, final payouts.
- Assist with the copying, scanning, and filing, of all payroll documents, payroll registers, Canada Life benefits invoices, etc and ensure they are saved to the Server on a bi-weekly/ monthly basis and add hardcopies to the payroll binders / files.
- On downtime, assists the Finance Team and HR Coordinator when required with filing, entering data, Interview set up, assembling Board packages, typing correspondence, taking minutes, etc. as time permits and as required
- The Payroll Clerk is expected to maintain consistent, regular attendance, and maintain a strict adherence to confidentiality.

Education and Experience:

- Proven 3+ years experience as payroll clerk plus a High school diploma or equivalent
- Candidates with completed courses in accounting, bookkeeping, payroll, or business administration are considered a strong asset.
- The Successful Applicant will be required to provide an up-to-date Criminal Record Check upon commencement of employment.

(For Complete Job Description please contact 403-361-1101)

At least three (3) References MUST be listed on application for contact and ALL certificates must be attached.

SGC is an Equal Opportunity Employer, however preference may be given to applicants with Aboriginal descent.

Please submit application, resume & certificates to:

HR@siksikaresource.com

Or drop it off at the SGC Main Reception

All inquiries should be directed to Christa Rabbit Carrier, HR Coordinator, at 403-361-1101 / email above or by contacting our main office at 403-734-5244.

We thank all interested applicants in advance, however, only those selected for an interview will be contacted.

