

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq Department of Finance and Administration

Payroll Clerk - Finance

About The CMM

The Confederacy of Mainland Mi'kmaq (The CMM) is a Tribal Council representing the eight Mi'kmaq communities of mainland Nova Scotia. Our mission is to proactively promote and assist Mi'kmaq communities' initiatives towards self-determination and enhancement of community. The CMM's Department of *Finance and Administration (DF&A)* is currently looking for a motivated and knowledgeable candidate to fill the role of **Payroll Clerk - Finance**.

Position Overview

Under the direction of the Director of Finance and Administration, and reporting to the Controller, the Payroll Clerk is responsible for the day-to-day processing and updating of payroll information for all CMM and affiliates. This includes data entry, transaction review, filing, employee follow up, and clerical services to ensure effective, efficient, and accurate payroll processing operations.

Overview of Responsibilities:

- Provide payroll support to all business areas.
- Process payroll transactions, update payroll records, prepare monthly government and other mandatory remittances.
- Ensure all payroll transactions are accurate and timely.
- Comply with generally accepted accounting principles (GAAP), financial and all CMM policies and procedures.
- Process and distribute T4's, Records of Employment, and any other mandatory payroll related information according to CMM guidelines.
- Process updates with group insurance provider Chamber of Commerce.
- Process payroll direct deposits and cheques.
- Maintain the filing system for all the payroll documentation.
- Respond to payroll-related queries from our auditors.
- Address requests from Operational managers regarding payroll transactions.
- Reconcile and update payroll related balance sheet accounts.
- Coordinate with A/P to ensure travel and workshop advances to employees are reconciled and cleared properly and efficiently.
- Participate in relevant professional development opportunities provided by CMM.
- Fluent Mi'kmaw speaker and writer is an asset.

Position Requirements:

- Ability to manage multiple lines of business, including the balance of working with the needs and requirements of many stakeholders.

- Ability to work effectively with other departments, levels of government, industry, and the public.
- Demonstrated ability to work on multi-discipline teams, or independently, and meet deadlines.
- Excellent communication skills, written and spoken.
- Strong work ethic and ability to work in an environment requiring discretion and confidentiality.
- Proficiency in MS Office (Word, Excel, PowerPoint, and accounting software, such as Sage etc.).
- High levels of teamwork, client service and professionalism.
- Ability to apply creativity and innovative thinking to community focused solutions.
- Demonstrated strong initiative, motivation, conscientiousness, and dedication.
- Ability to work unsupervised with a high level of productivity with the ability to seek and take direction.
- Ability to be adaptable, flexible, manage multiple priorities to ensure fellow employees are well served and relationships are developed and maintained.
- Ability to think analytically and critically while problem solving to identify specific needs and potential solutions.
- Ability to manage time and various activities effectively and efficiently while providing quality customer service.
- Able to develop relationships and this will include strong interpersonal and communication skills, both written and verbal, collaboration, conflict resolution, and active listening.

Why work with us?

The Confederacy of Mainland Mi'kmaq (The CMM) is well known throughout Canada as a professional organization that is committed to providing a pleasant and healthy working environment for all its employees. As an organization, we understand that a great work/life balance is essential to success. As a full-time employee you can expect:

- An atmosphere that is both professional and family oriented.
- Enrollment in the organization's benefits packages on your first day of employment with no waiting period, which includes Health & Dental, and Employee & Family Assistance Program (EFAP).
- Generous amounts of paid time off (Paid Statutory Holidays plus St. Anne's Day and Aboriginal Day, Summer Shutdown (2 weeks), Christmas Shutdown (roughly 2 weeks), plus 1 week of discretionary vacation time (up to 2 weeks with 10 years of service).
- Social Committee, Staff Days, Staff Knowledge Days, etc.

If you would like to join The CMM Family, please see below on how to apply for this position.

Salary/Employment Term:

Salary Range: \$40,628 - \$46,750 per year. This is a Permanent Position (pending successful one-year probationary contract).

Application Deadline: Position Open Until Filled

Submit Cover Letter AND Resume to:

Human Resources
c/o The Confederacy of Mainland Mi'kmaq
PO Box 1590, Truro, Nova Scotia B2N 5V3
Email: HR@cmmns.com

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. **Only those applicants who provide an up-to-date CV along with a cover letter and qualify for an interview will be contacted.** The successful candidate may be required to submit a current criminal record check. **Candidates must be legally entitled to work in Canada. Proof of work authorization will be required upon offer of employment.***