



Nisga'a Lisims Government

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NISGAANATION.CA

JOB REPOST

POSTED: January 28, 2025

Closes: February 11, 2025

POSITION: Accounting Clerk (Payroll Focus)
SALARY RANGE: Commensurate with Qualifications and Experience
SUPERVISOR: Accounting Manager
HOURS: 37.5 hours per week **TERM:** Full Time – Permanent **LOCATION:** New Aiyansh, BC

JOB SUMMARY: Within fiscal authority guidelines, in accordance with Canadian Public Accounting Standards, and as directed by the Manager, this position will assist to maintain professional standards and compliance with legislative guidelines provincial, federally and within the Nisga'a Lisims Government (NLG) Financial Administrations Act. The primary responsibilities are to prepare the payroll of NLG and assist with the day-to-day task with the Accounting Cycle.

DUTIES:

- Prepares the Payroll for NLG staff:
 - Receives, compiles, and verifies timesheets, sick leave, vacation leave and other payroll related documents and enters in a computerized system;
 - Verifies and ensures the Receiver General and benefits vendor charges and premiums are processed and expenses distributed;
 - Generates payroll direct deposit and manual cheques;
 - Prepares regulatory reports, filing, and remittances including income tax, garnishments, WorkSafe BC reports, Records of Employment (ROE) and pension plans;
 - Maintain electronic and physical payroll files;
 - Ensures compliance with NLG employment policies and procedures, and Federal Labour Code standards.
- Assist with year-end audit preparations as required.
- Other duties as assigned.
- Support departmental mission statement and vision statement of NLG.

REQUIRED QUALIFICATIONS:

- Minimum high school diploma
- National Payroll Institute (NPI) Payroll Compliance Professional (PCP) Designation or working towards and in-progress
- Highly organized, structured, attention to detail and ability to manage and prioritize responsibilities with competing deadlines
- Proficiency with Sage 300 or similar accounting program, Excel and Word
- Ability to maintain functional working relationships with co-workers, team members and others across government
- Possess a positive attitude and a strong work ethic

OTHER:

- 3 recent work related references will be required;
- Valid drivers' license preferred.

Applicants are required to submit a resume with cover letter describing their qualifications and experience prior to **5:00 pm on February 11, 2025**. We thank all applicants for their interest, however, only those selected for an interview will be contacted. Please note that social media checks are also part of the recruitment process.

++ Note that a Casual Call-In List will be established through this recruitment process. All applicants invited for an interview will be considered for future on-call and casual opportunities of a similar job description. ++

ALL RESUME PACKAGES MAY BE DIRECTED TO:

Nisga'a Lisims Government
Attention: Human Resources Department
P.O. BOX 231, New Aiyansh B.C., V0J 1A0
Email: hr@nisqaanation.ca