



Bonaparte Indian Band

2689A Sage Hill Rd.
Box 669, Cache Creek, BC V0K 1H0
Tel: (250) 457-9624 Fax (250) 457-9550

July 26, 2017

Employment Training Opportunity – Internal/External Posting

The Bonaparte Indian Band is working towards building capacity within the community amongst its members and is seeking a community member who is qualified and looking to secure full-time employment in a career in Finance. For those not qualified, but are still interested in a career in Finance and looking for employment, we encourage you to apply as well. If a qualified person within the community is not found then the Bonaparte Indian Band will hire and train the right person for the job who is willing to commit to training and a learning plan? Training will be provided in specialized areas, such as payroll, financial reporting, human resources, administration of the Band's employee pension and benefits program. Are you reliable, possess strong interpersonal skills, organized, adaptable, like attention to detail and you want to be part of an enthusiastic team, please consider this opportunity to join us as a Payroll Clerk.

Position Title:	Payroll Clerk	Department: Finance
Status: 1yr employment, full-time	<i>Note: this position will turn into a full-time permanent position if the successful candidate completes training, follows through with a learning plan and/or the results of an employee evaluation of performance to be conducted after a three-month probation period and at the end of the first year are both positive.</i>	Responsible and reports to: Finance Manager
Hours of Work:		Salary: BIB's Salary Grid & Competency
Location:	2689A Sage Hill Road	Closing Date: 4pm, August 10, 2017

The Bonaparte Indian Band offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career as a Chief Financial Officer **send a resume and covering letter to the attention of:**

Joe Johnson, Band Administrator
Bonaparte Indian Band

Mail: PO Box 669 Cache Creek, BC V0K 1H0 **Fax:** (250) 457-9550
Email:
In Person: 2689A Sage Hill Road, Bonaparte Indian Reserve #1

The Bonaparte Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, Colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where all things are equal, two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience of Bonaparte's language, culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. We thank all those who apply; however, only those candidates selected for interview will be contacted.

Payroll Clerk Job Summary:

The Payroll Clerk's position within Bonaparte Indian Band's finance department is an entry level position. Basic principles and theory of accounting are required to do the job effectively, as well as having knowledge and experience in specialized areas, such as human resources, employment standards, legislation and policies. This position provides financial, administrative and clerical support by carrying out all the tasks within the payroll cycle so that employees are paid, employee files are current and maintained, payroll liabilities are recorded accurately, mandatory employee/employer related costs are remitted. This position requires attention to detail when verifying and posting payroll. Communicating and corresponding with management and staff is essential within this position. The Payroll Clerk administers the health benefits plan and pension plan and ensures that eligible employees are enrolled and that shared contributions are remitted. The Payroll Clerk is required to work within a team environment, will be required to complete a learning plan and is responsible for all the duties delegated and assigned by the Finance Manager.

Core Competencies required to be successful in this position:

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| • Financial Accounting & Reporting | • Time Management | • Customer/Client Focus |
| • Review & Analysis | • Measuring & Monitoring | • Ethics, Trust & Integrity |
| • General Business | • Communicating | • Problem solving |
| • Information Technology | • Decision Making | • Professional Development |
| • Continual Learning | • Organization & strategic leadership | • Self-Evaluation |
| • Mathematical reasoning | • Operating office equipment | • Teamwork |
| | | • Accountability & Dependability |

Training

A commitment to learning and following through with a learning plan is required. Travel out of town will be required to attend workshops and training courses.

Duties/Responsibilities:

The Finance Manager will assign and delegate duties that may include and is not limited to the following responsibilities and duties:

- Performing daily routines – checking email, responding to correspondence, prioritizing daily and weekly work assignments, managing timelines, data entry, obtaining proper approvals, consulting with managers and staff, cheque runs, filing, etc.;
- Collecting biweekly timesheets, ensuring managers have reviewed and approved prior to processing, reviewing time recorded and correspond with managers and staff to correct errors.
- Processing biweekly payroll, recording regular time, overtime, vacation and sick leave, reconciling leave balances for employees, deducting appropriate EI, CPP, shared contributions to group insurance and pension and other deductions, such as rent.
- Managing the Band's payroll master file within Xyntax and employee files.
- Monthly, quarterly and annual reporting and remittances (INAC, WCB, Canada Revenue Agency, CINUP and Sun Life etc.).
- Calculate Band leave burden based on current pay rates.

- Reconcile all payroll related accounts to T4's.
- Prepare a schedule detailing the following amounts paid to Chief, Council and Senior Officials:
 - Total wages, honoraria, wage replacement, contract services and expense reimbursement (travel/mileage).
- Monthly reconciliation of ledgers and sub-ledgers, posting adjustments and resolving errors/discrepancies.
- Ensuring the strict confidentiality and privacy of financial records and maintaining filing systems to organizational standards.
- Adhere to applicable laws, organizational policies and follow established procedures.
- Participate in required meetings providing input and recommendations;
- Cross-training in other functions of the finance department, such as accounts receivable, payables and Payroll, to provide additional support, as well as coverage for vacation and sick leave purposes.
- Perform other accounting duties as assigned.

Accountability

The Payroll Clerk is accountable to the Finance Manager

Reporting

- Directly reports to the Finance Manager
- Assists with monthly, quarterly and annual reporting to Chief & Council, the Finance & Audit Committee, and external funding agencies
- Assists with quarterly and annual reporting to the Community

Relationships

Internally

- Chief & Council
- Finance & Audit Committee
- Senior Management
- Staff

Externally

- First Nations Governments and organizations
- Municipal, Provincial and Federal Government Agencies
- Non-Governmental Funding Organizations
- Community members

Decision Making

- High degree of trust and confidentiality
- Detail oriented and accurately processing and prioritizing information
- This department must exercise objectivity and transparency
- All processes and systems are based on financial and administrative policies and procedures.

Qualifications/Requirements:

Minimum Academic/Educational Requirements

- Grade 12 Diploma and/or an equivalent combination of education, training, and experience, preferably in accounting or financial field;

- Bookkeeping Certificate (Financial Accounting Level 1) an asset, but not required while training for position

Other Certification, Licenses, Designations and/or Training

- Must possess a valid class 5 BC driver's license
- Proficiency with computer applications, MS Office and similar software
- Ability to pass a Criminal Record Check

Specific Job Skills and Levels

- Must possess good interpersonal and communication skills - oral and written
- Ability to maintain positive, professional working relations with staff, community and the general public
- Conflict resolution and moderation skills
- An understanding of relevant legislation, policies and procedures
- An understanding of the roles and responsibilities
- Cross cultural sensitivity and awareness and either have, or quickly develop, an awareness of the community and local families as well as a local, regional and territorial awareness
- The ability to quickly develop knowledge of Bonaparte Indian Band's laws, policies, procedures and programs

Personality Traits (required to be successful in this position)

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| • Maintains standards of conduct | • Honest |
| • Takes initiative | • Diplomatic |
| • Demonstrates sound work ethics | • Patient & Assertive |
| • Consistent | • Flexible to meet timelines |
| • Consideration | • Respectful and culturally sensitive to indigenous issues |
| • Ability to prioritize | |
| • Friendly & Courteous | |

Assets:

- Knowledgeable of First Nations, or specifically the Bonaparte Indian Band, communities & history

Working Conditions:

- Public administration – fast-paced, multidisciplinary environment
- Busy office setting
- Constant time pressures to organize and meet deadlines
- High volume of communication demands (telephone calls, emails, fax)
- Manual dexterity required to use desktop and peripherals
- Exposure to fatigue and strain from prolonged periods of sitting and keyboarding
- Exposure to stress related time pressure, multiple demands,
- Occasional travel as required
- Overtime may be required