



# SEMÁ:TH FIRST NATION

## Job Posting

<b>POSITION:</b>	Accounting & Payroll Administrator
<b>HOURS:</b>	35 Hours per week - 7 hours per day, 5 days per week from 8am to 4pm
<b>TERM:</b>	Permanent
<b>SALARY</b>	\$27.00 to \$33.00 per hours depending on Education and Experience
<b>REPORTS TO:</b>	Sumas First Nation Finance Manager

### 1.0 PURPOSE & SUMMARY

Sumas First Nation is seeking a qualified individual to take on the role of Accounting & Payroll Administrator. The Accounting & Payroll Administrator is responsible for performing financial duties including bi-weekly payroll, accounts receivable and petty cash management.

### 2.0 DUTIES & RESPONSIBILITIES

- Respond to a variety of inquiries surrounding payroll and benefits from managers and employees in a timely manner and escalating issues when necessary.
- Ensure a high degree of excellent customer service delivery to SFN employees.
- Investigate and collaborate with Finance Team on complex payroll matters, requests or issues and create tools to help achieve desired outcomes and solutions.
- Administer and process bi-weekly payroll for salary, hourly and temporary employees.
- Process new hire onboarding and offboarding and other employee related changes through payroll system.
- Process pay adjustments, retroactive and vacation calculations and payments accordingly.
- Conduct account analysis and reconciliations on taxable benefits, vacation entitlements, employee benefits, and CPP/EI/Income Tax deductions.
- Reconciliation of CRA accounts.
- Calculate, complete, and balance all transactions related to third party payments of garnishments, income taxes, etc. to meet regulatory compliance and accounting requirements.
- Reconciliation of company's timesheet system including but not limited to adjusting leave entitlements and time entry errors.
- Maintain Year-end reconciliation and updating Year-end adjustments.
- Generate and process statutory government filing such as WCB, T4 and ROE through Payroll system in an accurate and timely manner.
- Maintains accurate records of payments received and future payments due. Receives codes and records payments in accounting systems. Researches and resolves discrepancies.
- Administers petty cash, codes and records expenses in accounting systems. Reconciles and balances petty cash fund.
- Performs general ledger coding and data entry.
- Update and reconcile applicable sub-ledger to the general ledger.
- Conduct monthly (when required) and quarterly payroll audit to ensure employee and payroll data is accurate.
- Provide support for project work and other duties as required.

### 3.0 QUALIFICATIONS

- Payroll Compliance Practitioner Certificate (PCP) or working towards its acquisition.
- 3-5 years of Canadian payroll experience.
- Minimum of 2 years' experience in accounting/bookkeeping.
- Experience administering payroll.
- Experience with payroll in an Indigenous environment is an asset.
- Customer service attitude towards internal and external stakeholders.
- Strong multitasker with high attention to detail.
- Up to date on current Canada Labour Code Employment Standards for across Canada.
- Team-oriented; a team player that strives for excellence.
- Good knowledge of the payroll functions including preparation, balancing, internal control, and payroll taxes.

### TO APPLY:

Please email your cover letter & resume to [Human.Resources@sumasfirstnation.com](mailto:Human.Resources@sumasfirstnation.com)  
Deadline: January 19<sup>th</sup>, 2026