



Employment Opportunity

Job Title: Payroll Clerk
Hours of Work: Full Time (40 hours per week)
Term position until September 2018
Location: Dease Lake, BC
Closing Date: **Wednesday, March 22nd, 2017 at 5:00 pm**

Reporting to the Manager, Finance and Administration, the Payroll Clerk is responsible for maintaining the accuracy and integrity of the TNDC payroll system. This includes processing all aspects of the bi-weekly payroll cycle in a timely and accurate manner and in accordance with company and government policies and procedures. This position also assists with various financial / administrative and other related duties as required.

Duties & Responsibilities

- ensure accurate and timely processing of authorized time cards
- resolves payroll discrepancies by collecting and analyzing information
- ensuring compliance and implementing updates with all relevant payroll legislation
- calculating and preparing vacation pay, salary adjustments, records of employment within established deadlines
- processing T4's and T4A's as per CRA guidelines
- calculating and processing payroll liabilities resulting from mandatory and voluntary deductions
- maintains employee confidence and protects payroll operations by keeping information confidential
- provide input for the development of policies and procedures
- ensure payroll related general ledger accounts are reconciled

Education & Experience

- Grade 12 supplemented with completion or enrollment in a post-secondary Office Administration / Business Administration or Accounting program and/or the equivalent in training and experience
- minimum 2 years' experience in an accounting or financial environment
- proven experience applying the theoretical principles of payroll and basic knowledge of payroll operations
- knowledge and experience working with computerized accounting programs
- proficient in Microsoft applications including Word, Excel and outlook

Conditions of Employment

- willingness to sign an Oath of Confidentiality
- completion of a criminal record check as requested
- willingness to work occasional overtime during peak or critical work periods

How to Apply

Please send a resume to hr@tndc.ca (in MS Word or PDF format) or via fax to **250.771.5454**. Only applicants selected for an interview will be contacted.

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