



## **Payroll & Accounting Assistant**

### **About NNTC:**

The Nlaka'pamux Nation Tribal Council (NNTC) is a governing entity of the Nlaka'pamux Nation. NNTC works to protect and advance Nlaka'pamux title and rights. In the process of decolonization, NNTC is instrumental in the exercise of Nlaka'pamux jurisdiction including shared decision making with other levels of government ensuring decisions impacting our people, land and resources are in our best interests. NNTC has associated incorporated entities including companies doing work in relation to archaeology, environment, wildlife, construction, and solar power. NNTC is principled, disciplined and a leader in innovative change.

### **This Opportunity:**

Reporting to the Finance Manager, the Payroll & Accounting Assistant is responsible for supporting bi-weekly payroll, maintaining the accounting and payroll records for the group of NNTC societies and partnerships, and supporting the financial processes of the organization.

### **About the job:**

This role could be based in NNTC's Kamloops office, or Lytton office with hybrid possibilities (minimum of three days per week in office). This is a full-time role and includes paid vacation, an extended benefit plan, and a defined contribution pension plan.

Key responsibilities of the role include:

- Support regular payroll and benefits updates for employees of the NNTC entities
- Perform data entry of timesheets and employee pension and benefits for bi-weekly payrolls.
- Calculate overtime and statutory pay entitlements for payroll.
- Manage payroll records and correct issues for employees.
- Support processing of timecards, expense claims, and corporate credit cards.
- Compile bank deposits for payments received and deposit to bank on a regular basis.
- Support the Finance Team to complete the annual CSSEA compensation survey.
- Maintain the hard copy accounting and financial records in the Lytton office
- Assist with the annual audit activities.
- Liaise with signing authorities and managers as required.
- Commitment to be a positive team member.
- Commitment to respecting Nlaka'pamux title and rights.
- Support the Finance team with accounts receivable and relevant accounting functions.

### **You are a good fit for this role if you have:**

- Minimum 2-3 years of work experience in payroll and accounting.
- Working knowledge of BC Employment Standards and Canada Labour Code.

### **Assets**

- Experience with Workday HCM.
- Experience with automated financial workflows and system integration.
- Knowledge of tax compliance, including provincial and federal tax regulations.
- Prior experience in a corporate or multi-entity business environment.

### **Compensation**

- \$30 per hour

Does this sound interesting to you? If so, NNTC welcomes you to submit a resume and cover letter, highlighting how your experience and qualifications are a fit for this exciting opportunity, to [spedar@nntc.ca](mailto:spedar@nntc.ca) by February 14, 2025. Please note the role you are applying for in the subject line of the email.

Please visit NNTC's website, <https://nntc.ca> , for the full job description.

*NNTC thanks all applicants in advance; however, only applicants selected for an interview will be contacted. NNTC welcomes applications from all interested applicants; however, preference will be given to Nlaka'pamux and other Indigenous applicants.*