



Nakiiwin Azheyaaksin
Employment Opportunity
Junior Payroll Clerk

The Wiikwemkoong Unceded Territory (WUT) Co-ordinated Financial Services Unit (CFSU) is seeking interested applicants for the position of a Junior Payroll Clerk Position. Under the direct supervision of the Payroll Manager the incumbent assists the Senior Payroll Clerk in performing similar duties and by assuming authority and responsibilities of the Senior Payroll Clerk during their absences. This position is responsible for ensuring the implementation and prescribed payroll activities in accordance with specified objectives.

Responsibilities:

- Process biweekly payroll using Easypay and may convert to Sage payroll;
- Print check register and verify all deductions are correct and balanced;
- Enter deductions in the employee profile as requested;
- Create and file and maintain payroll records both electronic and hardcopy formats in drawers, cabinets and storage boxes;
- Set up employee information, make sure the employee package is completed;
- Provide departmental costings reports to departments upon request;
- Generates ROEs, payroll reports, credit tracking, contribution listings;
- Assist with annual reports such as WSIB, EI, T4s, pension, group benefits;
- Communicates with appropriate managers to collect, correct, or complete required documents;
- Prepares the spreadsheet for group benefits deductions monthly; and
- Performs other duties as requested or assigned.

Requirements:

- Completion of a post-secondary business administration program from a recognized institution;
- Minimum one year of employment experience in a computerized accounting environment;
- Proficiency in accounting software and computer applications;
- Excellent communication skills, both written and oral;
- Ability to multitask, stay focused in a fast-paced environment;
- Dependable, hardworking, motivated;
- Excellent team player; and,
- Ability to speak and understand Anishnaabemowin is an asset.

Salary: Grade 4, Step 1 \$59,916.00

Posted: November 24, 2025

Closing Date: Until Filled

Interested applicants are asked to submit a letter of application, current resume, copies of applicable diplomas or degrees and contact information from three work-related references including current employer.

Confidential: Junior Payroll Clerk Position

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Please submit copies as there is no return of submissions.