



Okanagan Nation Alliance

101 – 3535 Old Okanagan Hwy, Westbank, BC V4T 3L7
Phone (250) 707-0095 Fax (250)707-0166 www.sylx.org

EMPLOYMENT OPPORTUNITY

Accounting Assistant Payroll and HR.

The Okanagan Nation Alliance (ONA) is the Tribal Council for the Syilx Okanagan Nation. The ONA's mandate is to advance, assert, support and preserve the Syilx Okanagan Nation title and rights. Further, the ONA is charged with providing members with a forum to discuss and form positions of common concern.

The ONA is currently seeking to employ an Accounting Assistant Payroll and HR. The successful applicant should be comfortable working in a fast-paced, dynamic results-based environment and have excellent problem solving, communication, supervision, time management, and safety management skills.

Job Purpose

The Accounting Assistant, Payroll & HR is responsible for supporting the Payroll and HR Administrator with payroll, timekeeping, and to assist the HR Manager in staffing, onboarding and offboarding initiatives, while upholding the Chief Executive Council mandate, as it relates to finance and human resources.

Scope

This position will work with all employees and departments within Okanagan Nation as well as other partners.

Key Responsibilities:

1. Provides processing support for a full cycle one stop Payroll Administration function for the ONA.
2. Responsible for assisting with HR intake processes and procedures including coordination for access through IT Systems Administrator to ensure employees have access and equipment necessary for their work.
3. Benefits and Pension Administration including preparing documentation for signature.
4. Filing of confidential Accounts Payable and HR related employee documentation.
5. Provides processing support in reconciliation of payroll, including source deductions remittance, T4's, WCB remittances and allocations to pension, benefits and projects.
6. Maintain and reconcile employee records, sick days, vacation time, flex time and related filing.
7. File injury/lost time reports with Provincial and Federal Bodies.
8. Generate various internal and external reports when requested.
9. Prepare applications and funding claims as required (eg. Summer Students)
10. Attend ONA and department staff meetings as required.

11. Perform other duties as discussed and agreed upon (HR support) such as scheduling ONA seminars and training events.

Qualifications and Competencies

The position will require the following qualifications, values and competencies.

Qualifications

Recognized Accounting Diploma with Payroll relevant course work and three (3) years' relevant experience in accounting or bookkeeping, benefits, pension, payroll and human resources service delivery experience or an equivalent combination of education and experience.
Experience working within a First Nation organization is preferred.

Knowledge, Skills and Abilities

1. Must have strong payroll and bookkeeping skills.
2. Must have strong organizational skills.
3. Must have strong overall administration and general human resources skills.
4. Must have experience using QuickBooks software.
5. Strong verbal and written communications.
6. Ability to prioritize and meet deadlines.
7. Experience in working with First Nation organization is an asset
8. Availability of a reliable vehicle and a valid BC Drivers' License.
9. Ability to work flexible work hours/willingness to work on evenings and weekend.

Competencies

1. Teamwork
2. Reliability and Dependability
3. Flexibility and Adaptability
4. Persistence/Resilience

Values – Respect, Honesty, Sharing, Trust and Unity

Hours: Full Time 37.5 hrs per week, with flexible work hours (e.g. some evenings and weekends).

Wage range: \$23.70 to \$32.07 per hour.

Application Procedures: Interested candidates are invited to forward a current resume and cover letter to:

David Leroux, Human Resources Manager

Okanagan Nation Alliance

101- 3535 Old Okanagan Hwy

Westbank, BC V4T 3L7

Email: dleroux@syilx.org Fax: (250) 707-0166

Thank you for your interest, No Phone Calls Please only those short-listed will be contacted.

The Competition is posted until filled.