



TL'AZT'EN NATION
PO Box 670, Fort St. James, B.C. V0J 1P0
Phone 250-648-3212 • Fax 250-648-3250



Now Hiring:
Payroll Clerk, Finance Division, TL'azt'en Nation
Investing in our future. Strengthening our Nation.

About TL'azt'en Nation

TL'azt'en Nation is growing — building our capacity, strengthening governance, and investing in our people. Rooted in Dakelh values, we are advancing a vision of self-determination where every position contributes to Nation-building, community wellness, and long-term success. As we continue to grow, we're seeking skilled and compassionate professionals who want to make a meaningful impact.

About the Role

TL'azt'en Nation is seeking an individual to work as a Payroll Clerk. Reporting to, and under the direction of the Chief Financial Officer, or designate, the payroll clerk will be responsible for maintaining and processing payroll. Duties include entering and updating records including changes to employee details or benefits, verifying payroll data, ensuring appropriate deductions are made and processing payroll per established schedules. In addition, this position is responsible for administering the Nation's benefits program, including health and dental, life insurance and the pension plan.

Key Responsibilities

- Establish or update existing payroll procedures to ensure compliance with all applicable federal and provincial regulations.
- Create and update employee payroll files and payroll systems.
- Process payroll according to all federal and provincial regulations.
- Administer the Nation's benefits program, including health and dental, life insurance and pension plan.
- Input payroll data into software including all necessary deductions, ensuring accuracy, completeness, and compliance.
- Review timesheets submitted by each department for accuracy and appropriate approvals.
- Perform journal entries, data entries and monthly reconciliations.
- Create and support accurate and complete filing and data management systems including paper and electronic document storage.
- Tracks all vacation, holiday pay, etc.
- Support each department with information, materials and reports as needed i.e., answering payroll enquiries from staff and managers regarding leave, including: sick leave, cultural and vacation leave.
- Preparing monthly, quarterly and year end payroll statements and preparing reports including: pension reports, and any other printouts required for financial control purposes,
- Assist in year-end audits and preparation of year-end tax forms.



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- Processes and manages Records of Employment.
- Develops and maintains effective working relationships with colleagues, administrators and outside agencies
- Support the finance team with other accounting and administrative duties as required.
- Other duties as assigned by the Chief Financial Officer or designate.

Qualifications

- Post-secondary education in business administration, office administration, finance, or related field.
- A Payroll Compliance Practitioner (PCP) designation or previous work experience as a Payroll Clerk or experience demonstrating the ability to manage accounting figures and financial records.
- Knowledge of and experience using the Payworks system is essential.
- Excellent planning, organizational, and file management skills.
- Strong time management skills with the ability to prioritize work per deadlines.
- Strong aptitude for accuracy, attention to detail, and confidentiality.
- Ability to follow established controls to comply with privacy and security of personal information.
- A positive attitude fostering an open, equitable and service orientated relationship with employees and co-workers.
- Ability to work independently.
- Ability to follow all TL'azt'en policies and procedures
- Display a commitment to the values and culture of the TL'azt'en Nation.
- Excellent written and oral communication skills including use of software applications.

Working Conditions

- Primarily office-based.
- Exposure to emergency and high-stress situations.

Additional Requirements

- Valid B.C. driver's license.
- Successful completion of a criminal record check.

