Job Title: Payroll and Benefits Clerk

Organization: Zaag'idiwin Child and Family Services

Salary Range: $62,500 - $64,750 per year

Location: Saugeen First Nation, 9 Village Road, Southampton, Ontario N0H 2L0

Job Type: Full-Time, Contract, One (1) Position

About Zaag'idiwin Child and Family Services:

Zaag'idiwin Child and Family Services is a newly established organization dedicated to promoting the wellbeing of Saugeen First Nation children and families and build capacity to operationalize Saugeen's child wellbeing law, Zaag'idiwin. Saugeen children and families are at the core of who we are - they are our most valuable resources. We believe it is our collective responsibility as Saugeen to care for one another.

Position Summary

The Payroll and Benefits Clerk is responsible for processing bi-weekly payroll and managing all aspects of employee benefits administration. This role ensures employees are paid accurately and on time, benefit entitlements are maintained, and all payroll and benefit data is kept up to date in compliance with organizational policies and legislation.

Key Responsibilities

Payroll Administration

- Prepare and process bi-weekly payroll for salaried and hourly staff.
- Maintain accurate records of employee attendance, hours worked, and leave balances.
- Ensure payroll deductions (e.g., taxes, benefits, pensions) are calculated and remitted accurately.
- Respond to payroll inquiries from staff and resolve discrepancies.
- Maintain payroll files and ensure compliance with internal controls and confidentiality requirements.

Benefits Administration

- Coordinate employee group benefits and pension enrollment, changes, and terminations.
- Liaise with benefit and pension providers on claims, coverage, and plan updates.
- Maintain and update employee benefit records, ensuring accuracy and confidentiality.
- Provide orientation on benefits to new hires and support employees with benefit-related questions.

General Administrative Support

- Generate payroll and benefit reports for the CFO and HR department.

- Assist with annual T4 and ROE preparation and submissions.
- Stay current on employment standards, payroll legislation, and benefit policy changes.
- Provide back-up support to the finance and HR team as needed.
- Other related duties as assigned to support the operational success of Zaag'idiwin Child and Family Services.

Qualifications

- Post-secondary diploma or certification in Payroll Administration, Accounting, or Human Resources.
- Minimum of 2 years' experience in payroll and/or benefits administration.
- Knowledge of payroll systems (e.g., Payworks, ADP, Ceridian) and benefits platforms.
- Strong attention to detail, organizational, and data entry skills.
- Familiarity with Employment Standards Act, CRA remittances, and benefits legislation.
- Experience working in a First Nation or non-profit organization is an asset.
- Understanding of Indigenous cultures, values, and community contexts is an asset.

Additional Requirements

- Clear CPIC and Vulnerable Sector Check (or willingness to obtain).
- Ability to maintain strict confidentiality and manage sensitive information.
- Ability to work both independently and collaboratively in a team setting.

Equal Opportunity & Preference

Zaag'idiwin Child and Family Services promotes equal employment opportunities. Preference will be given to candidates who identify as Indigenous, particularly those who are members of Saugeen First Nation, in alignment with the needs of the communities we serve.

How to Apply

Interested candidates are invited to submit their resume and a cover letter detailing their qualifications and vision for the role. Please ensure that your application highlights how your experience aligns with the Key Responsibilities & Qualifications.

Submit your application via email or post, **by 4:00 p.m. Tuesday, July 15, 2025** to:

Candice Ruhl, Director of Human Resources
9 Village Road, Southampton, Ontario N0H 2L0
candice.ruhl@saugeen.org