



# Job Opportunity

<b>Position:</b>	Payroll Specialist
	Competition # 2026-02
<b>Conditions:</b>	Full-Time, Permanent
<b>Department:</b>	Finance
<b>Location:</b>	Head Office - 865 Main Street
<b>Closing Date:</b>	Open until filled
<b>Salary Range:</b>	Salary to be determined based on experience & education

**Shawenim Abinoojii** is a non-profit service provider and Southeast First Nations-led organization. We offer comprehensive benefits, a rewarding work environment, and opportunities to challenge yourself, apply your skillset and be a part of a unique First Nations-led service model.

## BENEFITS:

- ✓ Competitive salary
- ✓ Personal leave days and paid sick time
- ✓ Employer-matched pension plan
- ✓ Comprehensive health and dental benefits package
- ✓ On-site parking
- ✓ Paid professional development

## OVERVIEW:

Reporting to the Controller, the Payroll Specialist will provide leadership and direction to the payroll team. Working closely with the Controller, Director of Finance, programs and Human Resources to ensure all payroll is completed for Shawenim Abinoojii Inc. (SAI) with a high degree of accuracy and compliance, while meeting strict deadlines. The Payroll Specialist will ensure payroll issues are resolved quickly within the guidelines of the policy and legislated requirements.

## KEY RESPONSIBILITIES:

- Lead and mentor payroll team fostering an inclusive, accountable and high-performing culture.
- Oversee the preparation and delivery of payroll with high level accuracy, ensuring compliance with both Federal and Provincial legislation.
- Review and approve all payroll while ensuring adherence to all policies and Employment Standards.
- Reconciliation of pensions and benefit insurance plans for both employee and employer payments.
- Work with Human Resources to ensure onboarding of new employees and offboarding of former employees is completed on time and with accuracy, meeting legislated requirements.
- Respond to staff payroll enquiries and carry out corrections as required.
- Maintain “audit-ready” records throughout the year.
- Other duties as required and assigned by the Controller or Director of Finance.

## QUALIFICATIONS:

- Post-secondary training in payroll with PCP certification is required.
- 3-5 years directly related payroll experience required.
- Experience with CRA and banking websites required.
- Supervisory experience required.
- Ability to create and maintain financial reports is required.
- Experience working with Payworks is a strong asset.
- Experience working in the non-profit sector is an asset.
- Experience working in high volume and fast-paced environments is an asset.
- Strong proficiency in MS Outlook, Word and Excel is considered a strong asset.
- Demonstrate knowledge and/or understanding of First Nations perspectives, culture, and philosophies.
- Ability to maintain the highest level of confidentiality.
- Must be resourceful with a high attention to detail.
- Ability to prioritize tasks and effectively manage multiple priorities with competing deadlines.
- Satisfactory child and adult abuse registry checks, criminal record check with vulnerable sector search and Prior Contact Check, required.

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You are also welcome to apply to [recruitment@shawenimabinoojii.org](mailto:recruitment@shawenimabinoojii.org) to or drop your resume off at our main office located at 865 Main Street.

**WE THANK ALL WHO APPLY HOWEVER ONLY THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED. PREFERENCE WILL BE GIVEN TO INTERNAL CANDIDATES, SOUTHEAST COMMUNITY MEMBERS AND SELF-DECLARED CANDIDATES (FIRST NATIONS, INUIT, OR METIS).**