



1 RIVERSIDE DRIVE
CHISASIBI, QUEBEC
BOX 150, JOM 1E0

(819) 855-2878
www.chisasibi.ca

CREE NATION OF CHISASIBI – JOB OPPORTUNITY

JOB OPPORTUNITY

TITLE: PAYROLL CLERK

CORE FUNCTION: Under the supervision of the Paymaster. The Payroll Clerk will be working within the Finance Department to ensure that employees are paid accurately and on-time. The Payroll Clerk is responsible to collect and organize timesheets, and they must enter information related to employees' hours worked and pay periods.

DUTIES AND RESPONSIBILITIES:

- Collecting employee timesheets, vacation entitlement information, administer the payroll cycle and provide pay-related information to employees, updating electronic timesheets;
- Ensure all payroll transactions are processed in an accurately and timely manner on a biweekly schedule;
- Collect, compile and enter payroll data using appropriate software;
- Review and verify source documents;
- Calculate and post payroll deductions;
- Process payroll by established deadlines;
- Issue statements of earnings and deductions;
- Reconcile employee deductions;
- Investigate and correct payroll discrepancies and errors;
- Update payroll records by recording changes including insurance coverage, loan payments, salary increases;
- Process new employees, terminations, transfers and promotions;
- Prepare and print payroll reports of earnings, hours worked, taxes, insurance, leave;
- Address employee's pay-related concerns and provide accurate payroll information;



- Complete requests for pay-related documents including statements and verifications;
- Produce federal, provincial and local tax payments;
- Develop, manage and maintain comprehensive payroll records;
- Ensure compliance with federal and provincial regulations and guidelines;
- Maintain a positive, customer focused image of the Cree Nation of Chisasibi and respond to user concerns, problems, or complaints in a timely manner.
- Will represent the **Cree Nation of Chisasibi** in a polite and professional manner when dealing with community members.
- May be required to provide assistance to other departments.
- Perform any other tasks as assigned by their immediate supervisor.

EMPLOYMENT REQUIREMENTS:

EDUCATION AND EXPERIENCE:

- Must have a High School Diploma
- Experience of payroll processing
- Solid data entry skills
- Good working knowledge of relevant software
- Understanding of basic accounting principles
- Strong numerical skills
- Understanding of internal controls
- Knowledge of federal and provincial payroll regulations and requirements
- Willing to take regular training

KEY COMPETENCIES:

- Confidentiality
- Communication skills – verbal and written
- Attention to detail



- Planning and organizing
- Information collection, analysis and management
- Problem solving
- Customer service orientation
- Teamwork
- Working well under pressure
- Time management

EMPLOYMENT CONDITIONS:

- Full-time, 35 hours per week
- Willing to work evenings, weekends and holidays when required

SALARY RANGE:

- Salary Range: minimum \$38,911.60 to maximum \$58,458.10 annually depending on education and experience

For more information on the job posting, please come to the CNC Administrative building or call at (819) 855-2878 ext. 361.

Please note: when submitting your resume, please include copies of all diplomas, certificates, valid driver's license and Indian status card. All applicants must agree to perform a criminal background check.



Persons interested in this position are asked to forward their résumé/application within the prescribed deadline to the following:

Barbara Spencer
Director of Human Resources
Cree Nation of Chisasibi
P.O. Box 150
Chisasibi, Quebec
J0M 1E0

Or via email to: jobposting@chisasibi.ca

Posting Date: March 30, 2026
End of Posting: April 14, 2026

APPLICATIONS WILL NOT BE ACCEPTED AFTER 5 PM