



Hay River Health & Social Services Authority
3 Gaetz Drive, Hay River, Northwest Territories XOE 0R8

Payroll Officer Full Time

Job Summary

Reporting to the Finance Supervisor, the Payroll Officer provides full payroll services, to the employees of the Hay River Health & Social Services Authority (HRHSSA), in accordance with the employee/employer and Union contracts, Federal Statutes, GAAP, and the policies and procedures of the (HRCHA). Ensure Payroll services are delivered in an accurate and timely manner, and that the development of payroll systems and processes meet the changing and evolving needs of the organization.

Job Qualifications:

- Knowledge of Generally Accepted Accounting Principles (GAAP) and concepts is required
- Knowledge of computerized accounting systems and controls are required
- Strong verbal and written communication skills are required
- Ability to communicate effectively with staff and management in order to coordinate services, provide information and resolve conflicts
- Ability to understand and interpret complex agreements, contracts, Acts, policies and procedures to ensure that the HRHSSA obligations are met in a timely, accurate and appropriate manner
- Strong organizational and stress management skills
- Strong problem solving skills are required

This level of knowledge, skills and abilities are normally acquired through the completion of the 2nd level towards a recognized accounting designation, or a two year business administration diploma, and 3 years of directly related experience.

Salary: \$34.10 – 38.70 per hour
Position Status: Full Time
Reference: 054-09
Closing Date: Open until suitable candidate is found

In addition to an attractive salary, we offer comprehensive benefit package, including a Northern Allowance of \$5,800 per year. All job offers are subject to a satisfactory Criminal Records Check. Only those candidates selected for an interview will be contacted.

INTERESTED APPLICANTS MUST SUBMIT A RESUME, QUOTING REFERENCE NUMBER TO:

**Human Resources
Hay River Health & Social Services Authority
#3 Gaetz Drive
Hay River, NT XOE 0R8
Phone: (867) 874-7144 Fax: (867) 874-7133
hrhssa_competitions@gov.nt.ca**