



Employment Opportunity

Job Title: Payroll & Benefits Coordinator
Department: Finance
Classification / Hours: Full-Time, Permanent
Salary Range: \$29.70 – \$35.47 per hour
Reports to: Payroll & Benefits Manager

Cowichan Tribes is the largest First Nation band in British Columbia comprised of seven tradition villages: Kw'a'mutsun, Qw'umiyiqun', Xwulqw'selu, S'amuna, Lhumlhumuluts', Xinupsum, and Tl'ulpalus. We have delegated responsibilities to provide Cowichan members services in child and family services, health, housing, membership and social development.

The Payroll & Benefits Coordinator is a key member in providing complete, accurate and timely payroll and benefits administration for up to 400 employees. This position works in a supportive team-based environment and will assist in coordinating a variety of financial activities relating to the bi-weekly payroll processing and administration of the employee benefits plan. The Payroll & Benefits Coordinator should be able to meet deadlines in an organized manner with strong attention to detail and accuracy.

This is an exciting opportunity for an individual who has knowledge of general principles of accounting, payroll and working knowledge of applicable legislations. The demonstrations of analytical-thinking, problem-solving and strong communication skills are required to work effectively in this fast-paced working environment. The role offers a competitive compensation and benefits package, and the opportunity to advance your career in an innovative and dynamic environment.

Our ideal candidate successfully meets the following qualifications:

- Grade 12 graduate and completion of post-secondary courses in payroll and benefits or other related field is required
- Payroll Compliance Practitioner (PCP) designation is an asset; candidates currently enrolled in the program will be considered
- 3 – 5 years' recent experience in full-cycle payroll and benefits in a large organization
- Advanced skills in Excel with proficiency in other Microsoft Office applications

Interested applicants are invited to submit a current resume and a detailed cover letter clearly stating how you meet the qualifications listed in the job posting. Please reply to the undersigned, quoting the reference number and position title.

Attention: Reference No. ADM FNCE PAY 1018
Human Resources Department, Cowichan Tribes

Email: resume@cowichantribes.com

Website: <http://www.cowichantribes.com/employment>

Deadline: 4:00 p.m. Thursday, October 18, 2018

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry. We thank all applicants in advance but only those selected will be contacted.