



**TSAWWASSEN FIRST NATION**  
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**EMPLOYMENT OPPORTUNITY**

**Payroll Administrator and HR Assistant – Full Time Regular**

Tsawwassen First Nation (TFN) is a proud Coast Salish nation with our land base situated in Tsawwassen, B.C. In 2009, the Tsawwassen First Nation Final Agreement came into effect – this treaty was the first modern urban treaty in BC and the first treaty to be successfully negotiated through the BC Treaty Commission process.

Tsawwassen First Nation also became a full member of Metro Vancouver, the first First Nation to do so. We are now going through a period of revival and renewal as we plan our future and seek opportunities to sustain our growth physically, economically and culturally, for present and future generations.

TFN has created this new and exciting opportunity of Payroll Administrator and HR Assistant which will be primarily responsible for the coordination of payroll as well as performing a wide range of administrative duties for the day to day operations of the human resources function.

**Working Relationships**

This position reports directly to the Human Resources Manager, and maintains effective working relationships with TFN administration staff and elected officials within the TFN Government.

**Specific Responsibilities**

- Prepare and process bi-weekly payroll for eighty salaried and hourly employees
- Coordinate and process the hiring and termination of employees
- Maintain and update employee profiles with utmost accuracy
- Maintain confidentiality of all records and reports
- Maintaining files and processing payments for payroll withholdings, garnishees
- Administrate various employee group benefit programs
- Track employee benefits eligibility, prepare and reconcile employee benefits enrollment
- Process and reconcile employee benefit and pension deductions
- Reconcile monthly benefit invoices and request payments
- Respond to payroll and benefit related enquires from employees and managers
- Communicate with employees and managers to ensure deadlines are met
- Prepare and manage Pension and Workers Compensation audits

- Keep current on Provincial and federal changes i.e. tax rates and labour laws
- Maintain and educate staff on payroll policies and procedures
- Prepare, review, and reconcile employee year-end income report and distribute T4s
- Provide support to Finance personnel and other departments
- Participate in the development and improvement of Payroll System, Payroll policies and procedures
- Administers and trains new users on Payroll Time and Attendance procedures
- Determine eligibility to entitlements, arranges staff training and recognition programs including service award distribution
- Works with HR Manager in undertaking analysis and reporting of HR Metrics: recruitment; turnover/retention; productivity, learning and other key performance indicators
- Supports occupational health and safety (OH&S) through involvement with training, program and policy development; injury reporting and assists HR Manager with file management
- Serves on various committees and cross-functional teams (OH&S-WorkSafeBC, selection committee, etc.)
- Provides HR support to management on employee performance opportunities and improvement
- Supports open communications; contributes to the development of people relations and procedures to support the business; assists HR Manager to drive consistency of people practices
- Assists in ensuring legal and regulatory compliance; coordinates workplace investigation. Assists HR Manager with appropriate documentation to respond to legal claims
- Provides support in other areas as requested/required by HR Manager

### **Education/Experience:**

- Minimum 2 years of payroll administration experience with 60+ hourly employee companies
- Payroll certificate or equivalent experience
- Excellent organizational skills coupled with the ability to multi task and delegate
- Excellent communication skills required
- Solid team-player with an eye for detail and focus on accuracy
- HR Certificate from a post secondary institution, or a Business Diploma or University Degree with a concentration in Human Resources desirable
- 1-2 years of hands-on experience as a Human Resources Assistant or HR Generalist a definite asset

- Chartered Professional in Human Resources (CPHR) designation or working towards this designation an asset

### **Technical Skills/Job Knowledge:**

- Knowledge of employment law and provincial regulations
- Experience as an HR professional supporting a public administration environment preferred
- Familiarity and skill with the tools of the trade in human resources including payroll, electronic time and attendance, HRIS, MS Office, file management, and compensation & benefits administration
- Knowledge of Occupational Health and Safety Regulation / Workers' Compensation; experience facilitating return-to-work programs
- Basic knowledge of HR analytics: HR metrics, trend analysis, and reporting

### **Behavioural Skills:**

- Effective business communication skills: written, verbal, presentation and meeting facilitation
- Highly developed, demonstrated teamwork and interpersonal skills
- Demonstrates a high degree of confidentiality, diplomacy and tact
- Commitment to continuous learning
- Demonstrated ability to see the big picture, provide useful advice and input across the organization and to leadership.
- Fosters a values-based culture with a strong people orientation
- Models respectful behaviour and social responsibility
- Demonstrates support for innovation and organizational change

### **Working Conditions**

Work is performed primarily in an office environment. On rare occasions, some evening or weekend work may be required depending on operational needs.

Pursuant to the Tsawwassen First Nation Government Employees Act, first priority in hiring among qualified applicants will be given to Tsawwassen Members, second priority to spouses (as defined in s. 3 (1) of the BC Family Law Act) of Tsawwassen Members, and third priority to members of other First Nations. If you fall within one of these categories and you wish to have this voluntary information considered as part of your application, please indicate the applicable category in your cover letter.

Qualified applicants are invited to submit their resume and cover letter to [hr@tsawwassenfirstnation.com](mailto:hr@tsawwassenfirstnation.com)

**Deadline:** Open until position is filled.

**Wages:** Competitive pay commensurate with qualifications.

*We wish to thank all interested applicants; however, only short-listed candidates will be contacted for interview.*