



POSITION TITLE: Payroll Associate

TERM: Full Time, Permanent

SUPERVISOR: Chief Financial Officer

Secwepemc Child and Family Services Agency (SCFSA) is a progressive and culturally focused agency supporting family safety that endeavors to provide outstanding practice to First Nations families residing in the communities of the seven-member bands; Adams Lake, Bonaparte, Neskonlith, Simpcw, Skeetchestn, Tk'émúps te Secwépemc, and Whispering Pines/Clinton and who reside in Kamloops.

Striving to provide exceptional family healing services through prevention-based practice, SCFSA incorporates a Signs of Safety® framework as an innovative, strengths-based, and safety-organized approach to child protection casework.



Job Summary

As a Payroll Associate, you will play a crucial role in the accurate and efficient processing of payroll for our organization. You will be responsible for ensuring that employees are paid accurately and on time, complying with all relevant laws, regulations, and SCFSA personnel policies and procedures. Your attention to detail, strong analytical skills, ability to build relationships, and ability to maintain confidentiality are essential for success in this role.

Qualifications

Education and Experience

- Post Secondary Accounting Diploma and/or Canadian Payroll Association Certification.
- Three to five years related experience.
- An equivalent combination of education and/or experience will be considered.
- Experience and knowledge of local First Nations communities and their needs is an asset.

Skills and Abilities

- Understanding of accounting practices and office procedures/equipment.
- Strong written and verbal communication skills.
- Ability to work independently and build effective interpersonal relationships.
- Proficient in Accounting Software (Pay Dirt preferred), Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat and Human Resource Information System (Info HR preferred).
- Ability to self-regulate, meet deadlines, have attention to detail.
- Prioritizes work assignments to balance multiple demands.

Main Office:

153 Kootenay Way, Kamloops, BC V2H 0E6
Ph: 250-314-9669 Fax: 250-314-9609

Youth Office:

348 A Tranquille Rd., Kamloops, BC V2B 3G6
Ph: 250-314-9669 Fax: 250-314-9609



- Demonstrates a strong understanding of and respect for cultural diversity, particularly Indigenous culture.

Working Conditions

- Potential for violence in the workplace;
- Hours of work may be nonstandard and connected to services and community needs;
- Receives regular supervision with direction and checks of the work performed.

Conditions of Employment

- Must be able to obtain and maintain a Criminal Record Check;
- Must be able to obtain and maintain a valid BC Driver's License;

Directly Supervises

- None

Pay Grade

- Starting wage is \$31.3739

An eligibility list may be created.

SUBMIT COVER LETTER and RESUME

Human Resources Department

Posted until November 16th, 2023 at 12:00pm.

hr@secwepemcfamilies.org

Note: only screened in applicants will be contacted. As per Section 41(1) of the BC Human Rights Code, preference may be given to qualified applicants of First Nations ancestry. Preference may also be given to applicants who can demonstrate knowledge and/or experience with Secwepemc language, culture, history, and customs.

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