

JOB TITLE	Assistant, HRIS and Payroll
MINISTRY/DEPARTMENT	People and Culture
REPORTS TO	Senior Payroll and Benefits Manager
JOB FAMILY	Nation Support
CLASSIFICATION LEVEL	Level 1
DATE CLASSIFIED	August 2024

POSITION SUMMARY

The Assistant, HRIS and Payroll is responsible for maintaining the employee database regarding salary and benefits, assisting with timecards verification, and acting as back-up for full payroll processing.

LOCATION

- Provincial Head Office – Surrey, BC.

DUTIES & RESPONSIBILITIES

- Ensures payroll information is up to date by gathering and inputting data in coordination with the Payroll and Benefits Specialist.
- Assists the Payroll and Benefits Specialist in processing the bi-weekly payroll as needed.
- Performs data entry into the Human Resource Management System (HRIS) – UKG.
- Performs regular audits to ensure the information is accurate.
- Verifies and monitors the accuracy of employees' records including benefits and pension deductions.
- Assists with the creation of user manuals and PowerPoint presentations for the new payroll system.
- Maintains personnel files for all employees, ensuring that files include relevant and necessary documentation and are kept confidential and in line with the privacy protocol.
- Ensures documentation and forms are updated and efficient workflows are in place. Prepares and modifies various documents/forms as required.
- Responds to staff on various queries in a timely and accurate manner. Refer matters of complex nature to the Payroll Manager.
- Establishes a high personal standard of service and performance by actively participating in other duties as assigned.
- Participates in committees and project teams as required.
- Undertakes related duties as assigned, consistent with the job grade of the position.
- Other duties may be assigned as needed to ensure the efficient operation of MNBC.
- Regular/ occasional attendance at meetings/ events that may require work and travel outside of normal business hours.

Supervision Given

- None.

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QUALIFICATIONS

- Certificate in Accounting, payroll, or a related field from a recognized post-secondary institution.
- Payroll Compliance Professional (PCP) designation is preferred.
- A minimum of two (2) years of related experience in payroll in a fast-paced department.
- Detailed-oriented with strong time management and technical skills.
- Demonstrated knowledge of employment standards, payroll procedures and processes.
- Proficient in Excel and functions used to compare, analyze, and manage data.
- Accounting and payroll knowledge.
- A combination of relevant experience, education, and training will be considered.
- Demonstrated working knowledge of a Human Resources/Payroll Information system (HRIS), UKG experience would be an asset.
- Experience providing a high level of customer service with the ability to create a positive and meaningful customer experience.
- Utilizes team-building skills in a collaborative and “people first” environment while building strong partnerships with those we serve.
- Demonstrated working knowledge of database management and Excel applications.
- Strong aptitude for problem-solving and sound judgment.
- Excellent organizational skills, including prioritizing workload to meet deadlines and managing multiple concurrent tasks.
- Must be process-driven and solution-oriented with a positive attitude.
- Demonstrated ability to work independently, take the initiative and overcome obstacles.
- Proven ability to recognize and maintain the highest levels of confidentiality.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Possession of, or the ability to obtain, a Class 5 driver’s licence may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.

MNBC VALUES

- **Manâchitowin (Respect)** - We respect ourselves, others and all Creation.
- **Kwayes’kwât’sowin (Integrity)** - We hold integrity as a core value. We are honest with ourselves, our colleagues, our communities, and our partners. We are reliable and follow through on our word.
- **Ahtisihcikêwin (Innovation)** - We draw on the spirit of Métis innovation and bring forward our curiosity and creativity to problem solve and develop new solutions for our people.
- **Tâpahtiyim’sowin (Humility)** - We show and practice cultural humility and cultural agility. We are open to new ideas and recognize the wisdom that surrounds us from others who carry different experiences than ours.
- **Kisîwât’sowin (Kindness)** - We show and practice lateral kindness in our organization and to everyone with whom we interact on behalf of the Nation. We practice kaa-wiichihitoyaahk (we take care of each other.)

JOB DESCRIPTION

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- **Sipihkisôwin (Resilience)** - We are resilient and do not fear challenges or setbacks but remain courageous and learn from each step of the journey. We channel the courage of our Métis ancestors who faced adversity and remained resilient.
- **Atoskâtowin (Teamwork)** - We work together and actively seek opportunities to share information, collaborate on initiatives, and practice reciprocity for stronger outcomes. We embrace teamwork to achieve greater potential for success.