

Accounting Clerk III – Payroll

**Location:**

Happy Valley Goose Bay, NL

Department:

Finance, Human Resources & Information Technology

Term:

Permanent Full-time

Closing Date:

June 2, 2021

Responsibilities:

- Ensure that payroll is processed in accordance with Nunatsiavut Government/Federal/Provincial payroll policies.
- Maintain and ensure timesheets and attendance records are accurate for payroll purposes.
- Initiate and sustain staff database for annual leave, sick leave and all other leave on a biweekly basis and distribution of summaries to all staff.
- Calculate and submit all government remittances and payroll attachments within specified timeframes.
- Ensure employees are registered for group insurance and pension benefits, while maintaining databases
- Other related duties

Qualifications:

- Diploma in Accounting or Business Administration or equivalent training with minimum 3 years' experience
- Knowledge of Microsoft Word, Excel, computerized accounting software, preferably AccPac Sage

Contact:

careersonline@nunatsiavut.com

Applications should be forwarded before 4:30pm on closing day.

The Nunatsiavut Government is an equal opportunity employer however preference will be given to beneficiaries of the Labrador Inuit Land Claims Agreement. Applicants are asked to clearly state their Nunatsiavut beneficiary number on their cover letter or resume when applying.

Nani:
Happy Valley-Goose Bay, NL
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killilipvinga:
June 2, 2021
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Ikajuvaliutaugajattuit:
Tamâginnik uKâlasongugugialik Inuttitut Kallunâtitullu.

Kaujisallutit:
careersonline@nunatsiavut.com
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Nunatsiavut kavamanga atjigettisiKattatuk suliatSasiuttunik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKatigegutingani. Ottugajuit allasiasimakKujaujut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliatSasiugutimillonnet ottugannimi.