



Hay River Health & Social Services Authority

Administration des services de santé et des services sociaux de Hay River

Payroll Officer, Finance

Salary: Range 12, \$88,413 to \$105,592 per year (\$45.34 to \$54.15/hour)

Status: Full-time, Indeterminate

Competition #: 043-25

Closing Date: Open until suitable candidate found

The Payroll Officer is responsible for delivering accurate and timely payroll services in compliance with federal legislation, collective agreements, and HRHSSA policies. This role ensures the integrity of payroll processing, reporting, and reconciliation while supporting continuous improvement and providing expert guidance to staff and management.

Qualifications:

- Extensive knowledge of payroll regulations, including compliance with Canada Revenue Agency (CRA) requirements and union contract provisions.
- Solid understanding of **Generally Accepted Accounting Principles (GAAP)** to ensure accurate and compliant financial transaction recording.
- Proficient in the use of **computerized accounting systems** and the implementation of **internal controls** to enhance accuracy and workflow efficiency.
- Skilled in interpreting complex agreements, legislation, policies, and procedures to ensure timely and accurate fulfillment of HRHSSA obligations.
- Strong communication skills with the ability to collaborate effectively with staff and management, resolve conflicts, and coordinate services.
- Demonstrates excellent organizational and time management abilities, capable of prioritizing tasks under pressure and meeting tight deadlines.
- Required to obtain and maintain current certification in Non-Violent Crisis Intervention within a designated timeframe.

This role requires successful completion of the first level of the Payroll Compliance Practitioner (PCP) certificate, along with a minimum of two years of recent, relevant payroll experience in Canada. Additional qualifications such as completion of the second level toward a recognized accounting designation or a two-year diploma in business administration are considered assets.

In addition to an attractive salary, we offer a Northern Allowance of \$2.90 per hour up to \$5,662 per year. All job offers are subject to references, a satisfactory Criminal Records Check (including vulnerable sector search) and an Employee Health Risk Assessment. Only those candidates selected for an interview will be contacted.

The Priority Hiring ranks shall be as follows:

- Indigenous Canadian, meaning a member of a Canadian First Nation, or an Inuk or Métis person;



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- Long-Term Northern Resident, meaning a person who has lived at least half their lives in the Northwest Territories;
- People living with disabilities as defined in the Northwest Territories Human Rights Act, or members of the LGBTQ2S community;
- Northern Residents, meaning persons who have resided in the Northwest Territories for at least twelve (12) continuous months at the time of application.

Candidates shall be invited to identify their eligibility for Priority Hiring in the job posting at the time of application.

For full job description, including required knowledge, skills & abilities, please see job posting/job description on our website at www.hayriverhealth.ca under the 'Careers' section.

How to apply:

Applicants should send their resume via email to hrhssa_competitions@gov.nt.ca