



# WHITE LAKE LIMITED PARTNERSHIP

*White Lake Resources Corporation, General Partner*

## **Employment Opportunity: Payroll/Finance Clerk**

White Lake LP is seeking applications for the position of Payroll/Finance Clerk.

Reporting to the Director of Operations, the Payroll/Finance Clerk will be responsible for the collection, final review, and processing of employee timesheets on a biweekly basis, as well as tracking employee vacation hours and sick time. The Payroll/Finance Clerk will be responsible for data verification and entry, calculations for employees and will work closely with management to ensure all new hires are entered into the system in a timely manner. Further, the Payroll/Finance Clerk will also be responsible to ensure that all proper tax forms and other legal documents are properly filled out and filed according to related legislation, as well as administration and employee sign up for employee benefits and pension plans.

This position is located in the White Lake LP office located in Moberg, Ontario

### Core Competencies:

- Accountable and reliable
- Ability to use good judgement in respecting confidentiality
- Very detail oriented with excellent organizational and time management skills
- Strong communication skills; both verbal and written
- Excellent interpersonal and communication skills
- Excellent organization and abilities and initiative-self starter
- Ability to work effectively within a collaborative team environment
- Ability to work independently and occasionally remotely (as health conditions may require)

### Qualifications

- Prior working experience in finance, preferably payroll
- Related post-secondary education and/or a combination of skills and training (e.g. finance, accounting, business)
- Previous experience in working with payroll and accounting software
- Knowledge of employment tax and ESA laws
- Previous experience in maintaining files and general office procedures
- Working knowledge of Adagio and Paydirt software an asset

Training will be provided to individuals who possess the core skills and character but who would benefit from further skills training to succeed in the position.

Members of the Netmizaaggamig First Nation are strongly encouraged to apply.

Interested candidates should send resume and cover letter to Lana Lawrence; Director of Operations via email; [opsdirector@whitelakelp.ca](mailto:opsdirector@whitelakelp.ca) by Friday, March 11<sup>th</sup> at 4:00 p.m.

***Please note that no late submission will be accepted. Please include the following details in the subject line of your email: Competition – Payroll/Finance Clerk.***