



EMPLOYMENT OPPORTUNITY

Position Title:	Part-Time Payroll and Administration Clerk
Classification:	Part Time
Salary Range:	\$25 - \$30/hour (commensurate with qualifications and experience)
Start Date:	August 2026
Location:	Magnetawan First Nation, 10 Highway 529, Britt, ON P0G 1A0
Hours of Work:	20 hours per week
Hours of Operation:	Monday-Wednesday 8am – 5:30pm, Thursday 8am – 4:30pm

Position Summary

Magnetawan First Nation is seeking a detail-oriented and reliable **Part-Time Payroll & Administration Clerk** to support payroll processing and general administrative functions. Reporting to the designated supervisor, the successful candidate will assist with the accurate and timely processing of payroll, maintain employee records, and provide administrative support to various departments. This position is part-time, averaging **20 hours per week**, with a flexible work schedule. Following successful completion of onboarding and training, and upon demonstrating the ability to work independently with minimal supervision, a hybrid or work-from-home arrangement may be available. Training and orientation will be provided to support the successful candidate in learning organizational policies, procedures, and systems.

Key Responsibilities

Payroll Administration

- Assist with the preparation, verification, and processing of employee payroll.
- Review timesheets and payroll records for accuracy and completeness.
- Maintain payroll files and employee records in accordance with confidentiality requirements.
- Process payroll-related adjustments, deductions, taxable benefits, and other payroll transactions.
- Prepare and issue Records of Employment (ROEs), T4 slips, and other payroll-related documents.
- Respond to employee payroll inquiries in a professional and confidential manner.
- Ensure compliance with applicable federal and provincial legislation, policies, and procedures.
- Following organizational restructuring, assume primary responsibility for the full-cycle payroll administration of two associated entities, including payroll processing, maintenance of employee payroll records, payroll adjustments, statutory deductions and remittances,

preparation and issuance of Records of Employment (ROEs), year-end reporting (including T4s and related filings), and ensuring compliance with all applicable payroll legislation, policies, and organizational requirements.

- Training and support will be provided to facilitate the transition to these expanded payroll responsibilities and related systems and processes.

Administrative Support

- Perform general administrative duties including filing, data entry, document preparation, and records management.
- Assist with maintaining personnel files and HR-related documentation.
- Prepare correspondence, reports, and meeting materials as required.
- Support office operations by coordinating schedules, tracking documents, and managing records.
- Maintain confidentiality of sensitive employee and organizational information.
- Provide administrative support to departments and programs as assigned.

Qualifications

Education

- Minimum **one-year College Certificate in Payroll Administration, Payroll Compliance, Accounting, Bookkeeping, Business Administration, or a related field.**
- Payroll Compliance Practitioner (PCP) designation or enrollment toward PCP designation is considered an asset.

Experience

- Minimum **two (2) years of payroll experience.**
- Experience in an Indigenous government, not-for-profit, municipal government, or public sector environment is considered an asset.
- Experience with computerized payroll systems and Microsoft Office applications.

Knowledge, Skills & Abilities

- Strong understanding of payroll practices and payroll legislation.
- Excellent organizational skills and attention to detail.
- Strong mathematical and data-entry skills with a high degree of accuracy.
- Ability to handle confidential information with professionalism and discretion.
- Strong verbal and written communication skills.
- Ability to prioritize tasks, meet deadlines, and work independently with minimal supervision.
- Proficiency in Microsoft Office Suite, particularly Excel, Word, and Outlook.

Working Conditions

- Part-time position: **20 hours per week.**
- Flexible work schedule.
- Primarily office-based during onboarding and training period.
- Hybrid/work-from-home option may be available after successful training and demonstration of independent work capabilities.
- Occasional attendance at meetings, training sessions, or community events may be required.

Employment Requirements

- Ability to maintain strict confidentiality.
- Satisfactory Criminal Record Check may be required.
- Valid Ontario driver's licence and reliable transportation are considered assets.

What We Offer

- Flexible work arrangements.
- Supportive team environment.
- Paid training and onboarding.
- Opportunity to contribute to the administration and governance of Magnetawan First Nation.
- Meaningful work supporting the community and its members.

Magnetawan First Nation
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