

PUBLIC WORKS / HOUSING
BOX 670, AIR RONGE
SASK. S0J 3G0
PHONE: (306) 425-2884
FAX: (306) 425-2777
#54 FAR RESERVE ROAD



Lac La Ronge Indian Band

EMPLOYMENT OPPORTUNITY

Lac La Ronge Indian Band Public Works & Housing Department is now inviting applications for the following position:

RE-ADVERTISEMENT

Previous Applicants do not need to re-apply

FINANCIAL ASSISTANT, PAYROLL

The suitable candidate will be able to perform the following duties:

- Maintain a filing system regarding payroll for the department;
- Maintaining correspondence and documentation for the department
- Process bi-weekly payroll for approximately 75-80 employees;
- Adhere to Federal guidelines regarding lawful deductions (Receiver General, T-4's, etc.)
- Collect A/R on employee purchases
- Adhere to and enforce policy and guidelines in accordance with the *LLRIB Personnel Policy Manual*

The suitable candidate will possess the following qualifications:

- Post Secondary education in accounting/bookkeeping is preferred
- Proven knowledge and ability using ACCPAC is essential
- Ability to work independently with minimal supervision
- Ability to work in a demanding environment using a team approach
- Ability to enter data with speed and accuracy
- Maintain confidentiality and meet multiple deadlines
- Valid Class 5 Driver's License
- Ability to speak Cree would be a definite asset

Position: This is a permanent full-time position starting as soon as possible

Salary: In accordance with applicable salary grid

Benefits: LLRIB employees are entitled to a complete benefits package: pension, group insurance, northern living allowance, housing allowance and relocation allowances, where applicable.

Deadline for application: 4:00 pm, Friday, October 13, 2017

To apply, please submit a **cover letter** and **resume** including **three (3) references (excluding Chief and Councilors), including one from your most recent/current employer**, to the following:

Marcia Landry, Human Resource Officer
Lac La Ronge Indian Band Public Works & Housing
Box 670
Air Ronge, SK. S0J 3G0

Phone: (306) 425-2884
Fax: (306) 425-2777
E-mail: marcia@llribpw.ca

****Note: Your references MUST be people who you reported to and had direct supervisory authority of you. In the cover letter, please indicate permission to contact references.****

LLRIB thanks all interested applicants; however, only those chosen for an interview will be contacted. The successful candidate will be required to under a criminal record check. Please be advised applications received without the proper documentation may not be considered. Telephone interviews will not be granted.

You may also check our on-line advertisements at www.saskjobs.ca (type in "La Ronge" in location box) or www.llrib.org