

STRENGTH
PEACE
UNITY

Mohawk Council of Kahnawake

P.O. Box 720
Kahnawake Mohawk Territory J0L 1B0

'Isi Nikaio 'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens

HUMAN RESOURCES UNIT



Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

INTERNAL/EXTERNAL

JOB OPPORTUNITY

POSITION:

Human Resource Information System (HRIS) & Payroll Analyst,
Human Resources

DURATION:

Indeterminate, Full-Time
Nine (9) Month Probation Period

DESCRIPTION:

See Attached Job Description

SALARY:

Hours of Operation
Hours per week

\$1,046.63 to \$1,182.75 Per Week

8:30 a.m. to 4:00 p.m.

37.5 hours per week

DEADLINE FOR APPLICATION:

Tuesday, February 6, 2024 - 4:00 p.m.

REQUIREMENTS:

**ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE
DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED**

- ✓ Applicant checklist
- ✓ Letter of intent
- ✓ Resume

APPLICATION: Please address your application to Dawn Stacey, Manager of
Recruitment & Staffing. Forward your complete application via e-mail only to:
Applications@mck.ca

NOTE: All forms and requirements are listed on our website:
www.kahnawake.com/jobs

- **Please ensure complete applications are submitted as requested. Incomplete applications may not be considered.**
- **Only candidates selected for an interview will be contacted.**
- **Preference will be given to Aboriginal candidates.**

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Job Title:	HRIS & Payroll Analyst
Division:	Human Resources
Reports To:	General Manager of Human Resource Operations
Name of Incumbent:	TBD
Purpose:	
Under the supervision of the General Manager of Human Resource Operations, the Human Resources Information Systems (HRIS) & Payroll analyst is responsible for overseeing the HRIS and providing support to the Payroll Specialist on an as needed basis.	
Cultural Identity Attributes:	
A logical, systematic individual who enjoys challenging situations and has a strong desire to achieve results. Is organized, detail oriented, dependable, self-reliant and a self-starter.	
Roles & Responsibilities:	
HRIS Analyst	
<ul style="list-style-type: none"> • Point of contact for resolving HRIS inquiries across the organization; • Maintains data quality of HRIS, including proper data security, by performing regular data audits; • Enters and validates data, including personal details, job information, and relevant documentation into the HRIS; • Resolves data integrity issues; • Provides user support through documentation, developing, and facilitating training and creating supporting materials; • Reviews and analyzes system functionality and provides recommendations; • Remains up to date on product developments; • Leads HRIS system upgrades and implementations; • Oversees HR reporting by developing and maintaining regular dashboards; • Troubleshoots issues or works with appropriate vendors for issue resolution; • Communicates vital information to employees, ensuring timely and accurate distribution of essential updates and announcements. 	



Payroll Analyst & Support

- Investigates inconsistencies, adjusts where necessary, and notifies parties affected;
- Conducts regular audits of payroll processes and data;
- Creates payroll reports and stores them appropriately;
- Investigates and resolves payroll issues in a timely and efficient manner;
- Compile, review, and monitor statistical reports, statements, and summaries related to pay;
- Provide information on payroll matters;
- Assist the Payroll Specialist and Finance with audit functions;
- Assists in preparing payroll reports for management and auditing purposes.

Payroll Administration (in the absence of the Payroll Specialist)

- Acts as the direct backup to the Payroll Specialist in their absence;
- Accurately administers weekly pay runs;
- Verifies payroll information;
- Follows up with employees as needed.

The statements herein reflect general details to describe the principle functions for this job and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.

Decision-Making Authority:

- Determines the most appropriate method of time management for work assignments;
- Decides on the most practical and efficient method of filing;
- Determines the security administration including auditing assignment of roles and troubleshooting access issues as required;
- Determines training and user support methods;
- Determines job aids to support the Human Resources (HR) team and functional users;
- Recommends changes based on software feature releases;
- Determines the method and content of HRIS communications.

Accountability:

- Ensures accuracy in payroll data entry when acting as backup;
- Ensures prompt follow-up to all inquiries;
- Ensures files are complete and up to date;
- Accountable to coordinate the tracking of tickets, system testing coordination, and training;
- Ensuring the continuous improvement of the organization;
- Conducting business with internal and external clients in a tactful, discreet, and courteous manner;



- Maintain confidentiality;
- Adhering to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives.

Education & Experience:

- Bachelor's Degree in Administration, plus one (1) year relevant experience;

OR

- DEP in Accounting, plus three (3) years relevant experience.

- Canadian Payroll Association (CPA) certification and experience working with HRIS systems is an asset;

OR

- High School Diploma, plus five (5) years relevant experience.

Knowledge, Skills, Abilities, and Other Attributes:

- Basic knowledge of payroll, accounting, and bookkeeping principles and procedures;
- Basic understanding of Canadian tax laws, labor regulations, and payroll compliance;
- Strong knowledge of Excel;
- Knowledge of Ceridian/Dayforce HRIS an asset;
- Strong analytical skills and data literacy;
- Ability to work in a team-oriented environment;
- Knowledge of administration, filing, and operational procedures;
- Sound time management and organizational skills;
- Strong oral and written communication skills;
- Detail-oriented approach to ensure accuracy;
- Good judgment, multi-tasking, and problem-solving skills;
- Strong customer service skills;
- Ability to take initiative to ensure client satisfaction;
- Ability to communicate in the Kanien'kéha and French languages is an asset;
- The willingness to learn the Kanien'kéha language is required.

Working Environment:

- Five-day work week and normal office environment;
- Ability to exercise flexibility;
- Occasional overtime required to meet payroll deadlines;
- Moderate to high stress is associated with managing a heavy workload and tight deadlines.

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Competencies:					
Self - Management	Client & Team Relations	Quality Decision Making	Professional Capacity	Communication	
Intermediate	Intermediate	Intermediate	Intermediate	Intermediate	
Adaptability	Planning and Organizing	Leadership	Language & Culture		
Intermediate	Intermediate	Intermediate	Core		
Commitment Statement:					
<p>I serve my community with its best interest in mind by supporting and encouraging creative, critical, and resourceful thinking, accepting and nurturing new ideas and approaches, and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.</p>					
Signatures:					
Employee’s Signature: _____					
Date: _____					
Supervisor’s Signature: _____					
Date: _____					