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## HUMAN RESOURCE PAYROLL COORDINATOR

**Type of Position: Full-time, temporary**

### **About the Position:**

Xat'sull First Nation (XFN), a dynamic Indigenous community, is seeking a dedicated and detail-oriented Human Resource (HR) Payroll Coordinator to join our team. Located near the vibrant city of Williams Lake, our Nation is deeply rooted in our rich heritage, culture, and breathtaking natural surroundings. With a population of 125 band members residing on-reserve and 300 off-reserve, our Nation continues to grow and prosper.

The Human Resource / Payroll Coordinator is a key member of the Xat'sull First Nation administration team, responsible for managing human resources activities and ensuring accurate and timely payroll processing. This role will support the development of HR policies, foster positive employee relations, and maintain compliance with relevant legislation while upholding the values and cultural practices of the Xat'sull First Nation.

### **Duties and Responsibilities**

#### **Human Resources Coordination:**

- Develop, implement, and maintain HR policies and procedures.
- Support recruitment processes, including job postings, interview scheduling, and candidate onboarding.
- Maintain up-to-date employee records, including contracts, training records, and performance evaluations.
- Provide guidance to staff on HR-related matters such as benefits, policies, and conflict resolution.
- Coordinate employee training and professional development opportunities.
- Promote a positive workplace culture that aligns with Xat'sull First Nation's values and priorities.

#### **Payroll Administration:**

- Process bi-weekly payroll accurately and on time, including tracking hours, leaves, and deductions.
- Maintain payroll records in compliance with legislation and organizational policies.

3419 Mountain House Road, Williams Lake B.C., V2G 5L5  
Phone: (250) 989-2323 / Fax: (250) 989-2300  
email: [reception@xatsull.com](mailto:reception@xatsull.com)  
[www.xatsull.com](http://www.xatsull.com)

- Ensure compliance with statutory requirements such as income tax, CPP, EI, and WCB.
- Ensure timely benefit and pension enrollment and cancellation.
- Perform monthly and yearend payroll account reconciliations
- Prepare and distribute annual T4 slips and other payroll-related documents.
- Prepare Record of Employment
- Resolve payroll discrepancies and answer payroll-related inquiries.

#### **Compliance and Reporting:**

- Ensure compliance with employment standards, labor laws, and organizational policies.
- Assist in the development and implementation of workplace health and safety programs.
- Prepare reports on HR metrics such as turnover rates, training hours, and employee satisfaction.
- Liaise with external agencies regarding benefits, pensions, and other employee-related matters.

#### **General Administrative Support:**

- Support organizational events and initiatives as needed.
- Collaborate with department heads to ensure alignment of HR and payroll practices with organizational goals.
- Other duties as reasonably required.

## Skills and Qualifications

#### **Knowledge, Skills, and Abilities:**

- Strong understanding of employment standards, payroll legislation, and HR best practices.
- Proficiency in payroll software and Microsoft Office Suite.
- Excellent interpersonal and communication skills.
- Strong organizational and time-management abilities.
- Ability to handle sensitive information with confidentiality and professionalism.
- Knowledge of the Xat'sull First Nation community, culture, and governance is an asset.

#### **Experience and Education Requirements:**

- Post-secondary diploma or degree in Human Resources, Business Administration, Accounting or a related field.
- A minimum of 2-3 years of experience in human resources and payroll processing.
- Experience working with Indigenous communities is a strong asset.

#### **Other Requirements:**

- Professional appearance.
- Follow all Xat'sull First Nation Policies and Procedures and display a commitment to the values and culture of the Xat'sull First Nation.

- Ability to undergo an appropriate criminal records review and police record check successfully and periodically is required.

**All interested applicants are encouraged to submit a cover letter and resume outlining how you meet these qualifications to [hr@xatsull.com](mailto:hr@xatsull.com).**

**Closing Date: Open until filled**

Applications are assessed as they are received therefore early application is recommended. Applications will only be considered from those eligible to work in Canada. All applicants who require a work permit or sponsorship for employment in Canada will not be considered.

Candidates who meet the above criteria will be contacted for an interview. Proof of certifications will be required prior to employment.