



## **Bella Bella Community School Society Payroll/Post-Secondary Specialist**

### **Who we are, where we live:**

Bella Bella is a First Nations community situated in a unique coastal environment. We are located on Campbell Island. Access is by daily air from Vancouver or by B.C. Ferry from Port Hardy/Prince Rupert. We are responsible for a school of approximately 220 students from Nursery to Grade 12 and a Post Secondary Program that sponsors about 50-60 students annually in a variety of post-secondary institutions. Our school is certified and accredited as an Independent School by the Ministry of Education.

### **Payroll/post-secondary position:**

Reporting to the Secretary Treasurer, the Payroll and Post-Secondary Specialist is responsible for payroll, benefits and post-secondary program preparation, and for ensuring that all commitments are determined in accordance with current contracts, policies, acts and regulations. The candidate will perform duties as they relate to the full cycle of payroll, benefits and post-secondary program, including, but not limited to the administration of group benefit plan, support staff pension, and municipal employee pension plan (MEP).

This position will particularly appeal to individuals who are interested in learning about and experiencing the Heiltsuk culture and who enjoy outdoor activities such as boating, fishing, kayaking, and hiking.

### **Qualifications & experience for this position:**

- Knowledge and experience in payroll and administering employee pension and benefits plans is a must
- Experience using Sage
- Payroll Compliance Practitioner (PCP) certification through the Canadian Payroll Association is preferred
- Experience in dealing with post-secondary students and post-secondary institution requirements is an asset
- 3-5 years payroll experience, preferably in an educational setting
- Exceptional organizational and time management skills
- Knowledge of employment standards
- Knowledge of related government legislation
- Personnel administration and computer information systems
- Ability to problem solve and to work independently, under pressure and with deadlines
- Excellent written and oral communication skills
- Teamwork in a participatory management environment

### **Salary/Benefits:**

Salary is based on qualifications and experience. Attractive benefit package

### **How to Apply:**

If you are looking for a great opportunity to be challenged and rewarded, and you believe you meet the requirements to be successful in this role, please submit your cover letter and resume to

[careers@jouta.com](mailto:careers@jouta.com)

We thank all applicants for their interest. Only those who are short-listed will be contacted.