



FSIN

Accounting Officer II **Technical Support** **Finance**

"The Federation is committed to honouring the spirit and intent of the Treaties, as well as the promotion, protection and implementation of the Treaty promises that were made more than a century ago.

Primary Function:

The Federation of Sovereign Indigenous Nations (FSIN) is seeking a highly organized and detail-oriented Accounting Officer II to support payroll administration, financial coordination, pension administration, and year-end financial processes within FSIN.

This position plays a key role in ensuring accurate payroll processing, maintaining financial records, supporting employee benefit programs, preparing reconciliations and journal entries, and assisting with audit and compliance requirements. The successful candidate will contribute to the efficiency and accuracy of FSIN's financial operations while ensuring compliance with organizational policies and applicable legislation.

Typical Duties and Responsibilities:

Your Role

Payroll Administration & Financial Coordination

- Process semi-monthly payroll electronically and ensure payroll is transmitted and received accurately.
- Review payroll previews and verify all payroll data entries, additions, deletions, and weekly payroll changes.
- Calculate hours for casual employees and prepare summer student payroll reports as requested by departments.
- Prepare payroll deductions including Employment Insurance (EI), Group Insurance, Pension Plan contributions, and other required deductions.
- Prepare manual payroll calculations and manual cheques when required.

- Coordinate the distribution and/or mailing of employee paystubs and pension-related documentation.
- Ensure garnishments are processed accurately and employees are properly notified.
- Balance Revenue Canada remittances from payroll registers to CRA statements.
- Prepare annual regular and casual employee pay schedules.

General Ledger & Financial Reporting

- Prepare semi-monthly payroll journal entries and adjusting journal entries as required.
- Reconcile payroll clearing accounts, executive pension accounts, regular pension accounts, social club accounts, and ITR accounts monthly.
- Reconcile company pension reports and prepare electronic submissions to First Nations Insurance Service (FNIS).
- Prepare, reconcile, and record vacation accruals.
- Support financial reporting activities and maintain accurate financial documentation.
- Assist with financial audits by preparing reconciliations, confirmations, and supporting documentation.

Year-End & Audit Support

- Reconcile Payroll Year-End balances at the end of each calendar year.
- Record all earnings and source deductions to the current calendar year.
- Reconcile year-end summaries and process T4/T4A reporting.
- Prepare annual applications for Employment Insurance Premium Reduction programs.
- Support annual audit preparation and respond to payroll and financial information requests as required.

Benefits, Pension & Disability Administration

- Reconcile Group Insurance and prepare monthly remittances.
- Administer company pension and group insurance programs.
- Provide employees with Group Insurance and Company Pension forms and ensure documentation is completed accurately upon hire and termination.
- Follow up on employee Extended Health, Blue Cross, and Short-Term Disability (STD) forms.
- Process STD and Long-Term Disability claims and coordinate follow-up with FNIS.
- Coordinate third-party cheque processing related to pension and benefit programs.

Who you'll work with

- Collaborate closely with finance and administrative team members to support organizational financial operations.
- Work with employees, management, vendors, and external service providers regarding payroll, pension, and benefits administration.

- Coordinate with departments to ensure timely and accurate payroll and financial reporting.
- Support organizational compliance with payroll legislation, accounting standards, and internal financial procedures.

QUALIFICATIONS

Education

- CAFM Designation considered an asset.
- Certified Payroll Compliance Practitioner (Canadian Payroll Association) considered an asset.
- Post-secondary education in accounting, finance, business administration, or a related field.
- A combination of education and experience will be considered.

Experience

- Five (5) to seven (7) years of related payroll, accounting, or financial administration experience.
- Strong knowledge and understanding of electronic payroll systems.
- Experience with payroll reconciliations, pension administration, group benefits, and year-end reporting.
- Proficient in Microsoft Word, Excel, PowerPoint, Outlook, Zoom and internet applications.
- Strong attention to detail, organizational skills, and ability to maintain confidentiality.
- Knowledge and understanding of First Nations customs, culture and history.

Salary is based on an established grid and commensurate with qualifications and experience.

Only candidates selected for interviews will be contacted.

 **APPLICATIONS MUST BE RECEIVED BY 12:00 noon on Tuesday, May 26th, 2026.**

Please submit resumés to:

Email: hrinfo@fsin.com