

JOB OPPORTUNITY

Sagkeeng Anicinabe government has a current opening for a **Benefits Coordinator** **Three Month Term**

Reporting to the Controller, Finance, the Benefits Coordinator is responsible for complete, accurate and timely preparation and processing of benefits and pension plan enrolments as well as benefit claims for all eligible staff and work with other members of the payroll team to ensure that all eligible employees receive accurate and timely payroll and benefit transactions.

DUTIES:

- Assist in the administration and coordination of benefit programs and implementation,
- Responsible for the processing and forwarding of all benefit enrolments for eligible employees including insuring that the employees complete and provide any additional information required as part of their enrolment or changes to their enrolment,
- Responsible for the processing of all claims including ensuring that all required supplemental information is provided as required,
- Act as a liaison with our benefit providers, departments and employees by regularly following up on outstanding claims to determine their status,
- Deal with general inquires, questions and concerns from employees regarding payroll and benefits,
- Ensure that benefit and pension plan administrators receive timely notice of any changes to employees,
- Completes employee ROE's
- Ensure that HR receives filing copies of any paperwork concerning claims or changes to employee status,
- Reconcile and prepare monthly benefit and pension remittances,
- Ensure that all court ordered maintenance and garnishments are processed and remitted accurately,
- Act as a backup for payroll,
- Other duties as assigned.

QUALIFICATIONS:

- Grade 12 or equivalent,
- Post-secondary degree or certificate in Payroll, enrolment in or completion of the Canadian Payroll Association PCP program or an equivalent combination of education and experience would be an asset,
- One to three years related experience in payroll or finance is preferred,
- Strong customer service orientation and excellent written and verbal communication skills,
- Ability to work under strict deadlines; proven organizational, problem solving and analytical skills,
- Advance knowledge in the use of Microsoft Office is preferred,
- Experience with payroll software including PAYDIRT is an asset,
- Ability to build and maintain positive working relationships and to converse in a professional manner and collaborate with all levels of the organization as well as external contacts,
- Ability to work with minimum supervision and possess initiative to seek improvements, and also to assist other members of the finance team,
- Motivated self-starter with capabilities to work within a fast-paced team-oriented environment,

- Preference will be given to applicants of Aboriginal / First Nations ancestry.
- Apply Now!



Application deadline:
Date March 11, 2020

Applicants MUST submit:

- Cover letter/ résumé
- Criminal record check
- Vulnerable sectors check

Attention to:

S.E.T.S.

Box 3, Fort Alexander, MB
R0E 0P0

Attention:

Benefits Coordinator Posting
or emailed to
jobs@sagkeeng.ca or dropped
off at the Sagkeeng S.E.T.S
Office.

**LATE SUBMISSIONS WILL
NOT BE ACCEPTED UNDER
ANY CIRCUMSTANCES**

**Applicants must demonstrate
in their résumés or cover
letter how they meet the
requirements of the position.**

**Applicants are responsible
for ensuring that their
contact information is kept
current.**

**PLEASE BE ADVISED THAT
ONLY THOSE SELECTED
FOR AN INTERVIEW WILL BE
CONTACTED**