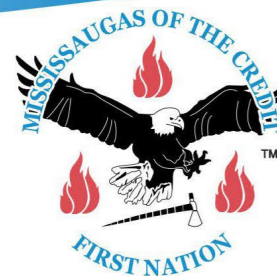


The MISSISSAUGAS OF THE CREDIT FIRST NATION
Is accepting applications for the full-time, permanent position of

PAYROLL ASSISTANT

Finance Department | Full-Time Permanent



We are seeking a **detail-oriented, organized, and dependable Payroll Assistant** who will play an essential role in supporting the accurate and timely processing of payroll for MCFN employees. This position is ideal for someone who values confidentiality, accuracy, and exceptional customer service while contributing to the success of the Finance team and the overall wellbeing of the community.

Key Responsibilities

In this role, you will:

- Assist with the preparation and processing of weekly and bi-weekly payroll cycles for various employee groups.
- Review and validate employee timecards, attendance records, leave entries, and payroll-related data.
- Enter and maintain employee payroll information, including new hires, terminations, status changes, deductions, and benefit updates.
- Maintain accurate payroll records and assist with payroll reporting, audits, compliance requirements, and year-end activities such as T4 preparation and reconciliations.
- Respond to employee payroll inquiries and assist in resolving payroll discrepancies in a professional and timely manner.
- Support payroll system testing, process improvements, and cross-functional finance department initiatives.

Qualifications & Experience

We are looking for candidates who bring:

- College Diploma in Accounting, Payroll, Business Administration, or a related field.
- Minimum three (3) years of experience in payroll processing or a similar administrative role.
- Proficiency with payroll software platforms, preferably Sage 300.
- Advanced Microsoft Excel skills, including formulas, data manipulation, and pivot tables.
- Strong attention to detail, organizational skills, data entry accuracy, punctuality, and the ability to maintain confidentiality.
- Knowledge of payroll legislation, payroll deductions, benefits administration, and payroll compliance requirements.
- Excellent interpersonal and communication skills with the ability to manage competing priorities and deadlines.

Assets

- Familiarity with payroll legislation and First Nation governance practices.
- Experience working in Indigenous organizations, communities, or public sector environments.



Mississaugas of the Credit First Nation
2789 Mississauga Road, Hagersville, Ontario N0A 1H0



Phone: (905) 768-1133
Fax: (905) 768-1225



Why Work for MCFN?

At MCFN, your work has purpose. You're not just filling a position, you're contributing to the growth, wellbeing, and future of a proud, resilient First Nation. We offer more than employment; we offer meaningful community-centered careers.

Benefits

- Competitive vacation package
- Comprehensive group benefits (Health, Dental and Life) and pension plan
- Generous paid time off
- Five (5) mental wellness days
- Professional development and leadership training opportunities
- Supportive executive leadership environment
- Opportunity to drive meaningful, community-level change

First Nations Preference

In accordance with section 16(1) of the Canadian Human Rights Act and as part of the Mississaugas of the Credit First Nation's commitment to supporting the employment and advancement of Indigenous peoples, preference may be given to qualified candidates who self-identify as First Nations. Applicants who wish to be considered under this preference are invited to voluntarily self-identify in their cover letter.

Mississaugas of the Credit First Nation is committed to fostering a diverse and inclusive workplace. We provide employment opportunities in a manner consistent with applicable human rights legislation and do not discriminate on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status, disability, or any other ground protected by law, subject to any lawful special programs.

How to Apply

Please submit your résumé and cover letter to: HR.Clerk@mncfn.ca.

Application Deadline: September 11, 2026



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