



# Taykwa Tagamou Nation

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## Employment Opportunity

# Payroll and Benefits Administrator

**Location: Taykwa Tagamou Nation**

**Reports to: HR Manager**

### ***About the Role***

Taykwa Tagamou Nation is seeking a Payroll and Benefits Administrator to support the accurate and timely processing of employee payroll and the administration of employee benefit and pension programs.

This position plays an important role in ensuring employees are paid correctly and on schedule while maintaining accurate payroll records and supporting compliance with payroll legislation and organizational policies. The Payroll and Benefits Administrator works closely with the Finance and Human Resources teams to manage payroll operations, administer benefits, and support reporting and audit requirements.

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### ***Responsibilities***

- Process full-cycle bi-weekly payroll for Taykwa Tagamou Nation employees
- Review and verify timesheets, attendance records, overtime, and leave balances
- Process employee information changes including new hires, terminations, pay adjustments, and payroll updates
- Manage payroll deductions including taxes, pension contributions, and other statutory deductions
- Maintain employee payroll records and ensure payroll information is accurate and up to date
- Administer employee benefit and pension programs, including enrollments, changes, and terminations
- Respond to employee inquiries related to payroll, benefits, pension plans, and leave balances
- Prepare payroll reports and support reconciliation of payroll accounts with Finance
- Support year-end payroll activities including T4s, Records of Employment, and other statutory reporting
- Maintain confidentiality and ensure payroll processes follow legislative and organizational requirements

### ***Qualifications***

- Post-secondary education in Business Administration, Accounting, Payroll Administration, or a related field
- Minimum two years of payroll processing or payroll administration experience
- Experience working with confidential and time-sensitive employee payroll data
- Knowledge of payroll processes, statutory deductions, and payroll reporting requirements
- Strong attention to detail and numerical accuracy
- Strong communication and interpersonal skills to respond to employee payroll and benefits inquiries
- Strong organizational skills and ability to manage multiple priorities and deadlines
- Comfortable using Microsoft Office applications and payroll or online reporting systems
- Ability to maintain strict confidentiality when handling payroll and employee information
- Experience supporting payroll reporting to external organizations such as WSIB, pension, or benefit providers (is an asset)
- Canadian Payroll Certification or working toward certification (is an asset)
- First Aid/CPR certification or willingness to obtain (is an asset)
- Valid Ontario Class G Driver's Licence

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Taykwa Tagamou Nation offers a competitive compensation package subject to qualifications and experience; group medical insurance: extended health, dental, life, AD&D and Pension Plan benefits.

**How to apply:**

Please include these documents in your submission:

- Letter of Application/Cover Letter
- Resume
- Three recent work references (one being from your most recent supervisor/manager)
- Copies of Certificate(s) of Qualification

**By email:** [resumes@taykwatagamou.com](mailto:resumes@taykwatagamou.com)

**By Fax:** 705-272-5785

**By mail:** P.O. Box 3310, RR#2, Cochrane, ON. P0L 1C0

**Deadline to submit application:**

**March 27, 2026**

*A complete work description is available upon request. Preference and Priority will be given to Taykwa Tagamou Nation Applicants. We wish to thank all applicants however only those selected for an interview will be contacted.*

**Posted: March 13, 2026**