



HAMLET OF KUGLUKTUK

Job Description

Position Title	Finance Officer – Payroll/HR
Location	Main Office
Department	Finance
Supervisor	Director of Finance

POSITION SUMMARY

The Finance Officer – Payroll / Human Resources is responsible for administering payroll, employee benefits, and core human resource functions for the Hamlet of Kugluktuk. The position ensures accurate and timely payroll processing, compliance with Nunavut legislation, municipal policies, and the collective agreement, and supports recruitment, onboarding, and employee record management.

This role requires a high level of accuracy, confidentiality, and knowledge of northern operational realities, including remote workforce management and housing considerations

RESPONSIBILITIES

1. Payroll Administration

- Process bi-weekly payroll for all municipal employees, including salaried, hourly, and casual staff.
- Maintain accurate payroll records, timesheets, and leave balances.
- Administer deductions (tax, CPP, EI, pension, union dues, court orders if applicable).
- Ensure compliance with federal and territorial payroll regulations and Nunavut Labour Standards.
- Prepare Records of Employment (ROEs) and year-end T4 reporting.
- Reconcile payroll accounts and support audits.

2. Benefits & Pension Administration

- Administer employee benefits programs with Nunavut Employee Benefits Service (NEBS) for health, dental, disability, life insurance.
- Coordinate enrolment, changes, and terminations.
- Monitor and reconcile benefits invoices.

3. Human Resources Support

- Maintain personnel files in accordance with privacy and records management standards.
- Support recruitment processes, including screening coordination, and onboarding.
- Prepare employment contracts, letters of offer, and HR documentation.
- Track employee certifications, performance reviews, and probation periods.



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- Assist with policy implementation and updates (HR policies, code of conduct, etc.).

4. Employee Relations & Support

- Provide frontline support to employees on payroll, benefits, and HR inquiries.
- Assist in interpreting the collective agreement, policies, and procedures.
- Maintain confidentiality and professionalism in all HR matter.

5. Reporting & Compliance

- Prepare payroll and HR reports for the Director of Finance as required.
- Ensure compliance with:
 - Canada Revenue Agency (CRA) requirements;
 - Nunavut Payroll Tax requirements;
 - Workers' Safety and Compensation Commission (WSCC) reporting requirements; and
 - Pension and insurance reporting to NEBS.
- Support internal and external audits.

6. Financial Coordination

- Assist with payroll-related budgeting and forecasting.
- Reconcile payroll and benefits accounts within the general ledger.
- Work collaboratively with other hamlet Finance Officers and external auditors.

KNOWLEDGE & SKILLS

- Understanding of Canadian payroll legislation and practices.
- Proficiency in accounting and payroll software (e.g., Sage, QuickBooks, Municipal Enterprise Resource Planning (ERP) Systems).
- Advanced skills in Microsoft Excel and Office Suite.
- Strong attention to detail and accuracy.
- Excellent organizational and time management skills.
- ability to maintain strict confidentiality.

EDUCATION & CERTIFICATION

- Completion of secondary school or equivalent.
- Post-secondary certificate in Accounting, Finance, Human Resources, or related field.
- Payroll Compliance Professional (PCP) designation an asset.
- HR certification (CPHR or equivalent) is an asset.
- Equivalencies will be considered.



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EXPERIENCE

- Minimum 2-3 years' experience in payroll and/or human resource administration.
- Experience in municipal or public sector environments preferred.
- Experience working in northern or remote communities is an asset.

PERSONAL ATTRIBUTES

- Professional, reliable, and discreet.
- Strong interpersonal and communication skills.
- ability to work independently and manage competing priorities.
- Cultural awareness and sensitivity to Inuit community values and practices.

WORKING CONDITIONS

Physical Demands

Most of the incumbent's time is spent in a sitting position with frequent opportunity to move about.

Environmental Conditions

There are no unusual environmental conditions associated with this position.

Sensory Demands

The incumbent requires normal use of senses (seeing and hearing) to perform the day-to-day activities of the position. Extensive use of computer requires focused concentration and may cause eye strain.

Mental Demands

High level of mental and emotional stress is experienced in this position, as the incumbent deals with large numbers of employees where there are concerns of pay and/or accumulated leave balances.



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Position Security (check one)

	No criminal records check required
X	Position of Trust – requires a criminal records check
	Highly sensitive position – requires verification of identity and a Vulnerable Sector Check

CERTIFICATION

 Employee Signature Printed Name Date I certify that I have read and understand the responsibilities assigned to this position.	 Supervisor's Signature Supervisor's Name Date I certify that this job description is an accurate description of the responsibilities assigned to the position.
 Chief Administrative Officer's Signature Date I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	