

Employment Opportunity

POSITION: Accounting & Payroll Coordinator

CLASSIFICATION & RATE: S4 – Annual Salary \$48,750 - \$59,254 (2025 rates)

BENEFITS: Meewasin offers a generous benefits package including extended health, dental, disability and life insurance as well as a matched pension.

START DATE: July 2026

OTHER: Full time; 37.5 hours per week; three weeks of earned annual vacation; earned days off schedule. This is an SGEU in-scope position.

LOCATION: Saskatoon

JOB DESCRIPTION: Attached.

TO APPLY:

To apply, please email your cover letter and resume as one document in Word or PDF format, to jobs@meewasin.com, using the position title as the subject of the email. Only those applications who have been selected for an interview will be contacted. Application closes on **June 15, 2026**.

Our Recruitment Process

We are committed to a fair, transparent, and respectful recruitment experience. Shortlisted candidates will be contacted for next steps, which may include a phone or virtual interview and role-specific assessments. We aim to keep shortlisted applicants informed throughout the process.

Accessibility & Accommodation

Accommodation is available upon request throughout the recruitment process. If you require support at any stage, please contact jobs@meewasin.com.

Who Should Apply

The listed qualifications provide an overview of the knowledge and experience needed for this role. Applicants who can demonstrate closely related or transferable skills are welcome to apply, even if their experience does not match every requirement exactly.



Meewasin Valley Authority
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Phone (306) 665-6887 Fax (306) 665-6117

Accounting & Payroll Coordinator

Organizational Description

Meewasin is a purpose-driven team dedicated to conserving the cultural and natural resources of the South Saskatchewan River Valley for the benefit of present and future generations. We are committed to delivering strategic priorities for maintaining a healthy & vibrant river valley, growing a sense of community, and protecting the legacy of the region that follows an amazing 100-year plan. All Meewasin's successes could not be achieved without our hardworking, adaptable, and dedicated team.

Meewasin is the steward of the beautiful Meewasin Valley which is on Treaty Six Territory and the traditional homeland of the Métis people. We acknowledge this as part of our organization's efforts towards reconciliation and honor the vast knowledge held by traditional Indigenous caretakers of the land as we work alongside them today.

Role Purpose

Under the oversight of the Senior Accounting Coordinator, the Accounting & Payroll Coordinator is responsible for entry-level accounting, data entry, financial analysis, reporting, timely and accurate processing of payroll for all employees in accordance with organizational policies, collective agreement, and legislative requirements. This position also provides administrative support and assistance in administering human resources programs and services.

Duties

1. Accounting and Administration

- Independently and accurately perform entry-level accounting functions as assigned.
- Process accounts payable in compliance with established procedures and timelines.
- Receive and review all incoming invoices, credit card statements, employee expense claims and other requests for payment. Verify accuracy and ensure proper authorization and coding before entry to accounting system.
- Process and perform accounts receivable and collections.
- Conduct data input, month-end control checks, and account analysis for accuracy and completeness.
- Maintain a reliable and accurate filing system for all accounting records.
- Assist in the maintenance of accurate and complete revenue records including invoices and receipt of revenue for grants and fees for service.
- Assist in monitoring expenditures for compliance with established budget codes.
- Assist in maintaining accurate and complete contractor payment records including holdback amounts.

- Assist with vehicle coordinator duties and liaise with the Central Vehicle Agency.
- Ensure the strict confidentiality and privacy of financial information as it relates to individuals, the organization and third parties.
- Follow processes in place to ensure that the assets of the organization are safeguarded to the extent possible by good internal control procedures.
- Follow processes to ensure compliance with policies, financial regulations, legal and audit requirements, best practices and established processes.
- Fulfill administrative support duties such as word processing, filing, photocopying in a professional and competent manner.

2. Payroll Administration

- Prepare and process payroll for union and non-union employees, reviewing for accuracy and ensuring compliance and confidentiality.
- Apply provisions of the collective agreement and Meewasin's policies relating to compensation, premiums, overtime, vacation, statutory holidays and leaves.
- Ensure all payroll adjustments are identified and calculated for inclusion in proper payroll period.
- Calculate final pay entitlements for resignation, layoff and terminations in accordance with applicable legislation, internal policies, collective agreement and/or separation agreements.
- Coordinate with Human Resources to maintain and update employee payroll records, including new hires, promotions, terminations, etc.
- Enter, maintain and audit employee information in payroll system (salary, address, etc.).
- Coordinate with Human Resources and department leaders to ensure accurate time reporting and leave tracking.
- Collect and maintain all employee timesheet submissions, including tracking of employee time banks for vacation, sick, earned time off (EDO), overtime, etc.
- Prepare and balance remittances for source deductions, union dues, pension contributions, benefit premiums, ensuring compliance with remittance deadlines.
- Prepare payroll-related reports and reconciliations for internal and external stakeholders, including management, human resources, and government agencies.
- Ensure compliance with federal and provincial payroll regulations, employment standards, and organizational policies.
- Prepare and issue Records of Employment and respond to queries from Service Canada.
- Respond to employee inquiries regarding payroll, time sheets, deductions, and entitlements.
- Prepare and support year-end activities including preparation of T4s and related reconciliations.
- Assist in audits and provide necessary documentation for internal and external review.
- Continuously review payroll processes for efficiency and accuracy, recommending improvements as needed.

3. Human Resources Administration

- Provide administrative support and assistance in administering human resources programs and services including benefit plan administration, pension plan administration and compensation adjustments.
- Provide support for recruitment, onboarding, employee exits and performance management.
- Liaise with all third-party providers regarding inquiries and information about benefit and retirement plans, as required.

- Respond to employee queries about retirement plans or benefit issues by telephone, correspondence or in person.
- Create and maintain personnel files, maintaining accuracy and privacy.
- Work in coordination with Human Resources to provide seamless services to employees.

Role Requirements

- A certificate or diploma in payroll administration, accounting or related field, combined with a minimum of two years of related experience.
- Certified Payroll Compliance Practitioner (PCP) designation is an asset.
- Proficiency in Microsoft Office Suite (including Word, Excel, PowerPoint) and QuickBooks Desktop accounting software.
- Experience with payroll software (Ceridian/Dayforce, ADP, Payworks, etc.).
- Strong knowledge of Canadian payroll legislation, including CRA regulations and provincial employment standards.
- Excellent attention to detail, organization and record-keeping skills.
- High degree of accuracy and efficiency in data entry.
- Understands and respects the confidential nature of the position. Ability to maintain strict confidentiality relative to payroll data and employee files.
- A satisfactory Criminal Record Check is required prior to appointment to the position