

THE NFB IS HIRING!

PAYROLL CLERK

POSITION STATUS: Temporary 3 months, full time

SERVICE: Human Resources

SALARY RANGE: \$18 to \$22 / hour

LOCATION: Ville St-Laurent

The National Film Board, Canada's public producer and distributor of engaging, innovative and authentic audiovisual works, is looking for a Payroll Clerk.

THE POSITION

In collaboration with the HR Analyst, the incumbent:

- Compiles, calculates and reconciles union dues discrepancies between pay periods.
- Performs quality control, corrections and follow ups of refunds and deductions of union dues on payroll.
- Troubleshoots payroll integrity issues, participates in their resolution and monitors them.

REQUIREMENTS

- College diploma in accounting, pay administration (in progress or equivalent).
- One year of experience in payroll administration (asset).
- Any equivalent combination of education and experience will be accepted.
- Good knowledge of Excel.
- Knowledge of one of the 2 official languages.

ABILITIES

- Analytical thinking, attention to detail, rigor, discretion, integrity, sense of initiative.
- Autonomous and organized.

If you are interested in this position and have the qualifications indicated above, we invite you to apply in writing, including a copy of your **résumé**, to rh-hr@nfb.ca, **BY MAY 8, 2019, citing competition number MCD-2019-01.**

The NFB is committed to building a skilled, diverse workforce that's reflective of Canadian society. It promotes initiatives such as employment equity and encourages candidates to voluntarily indicate in their cover letter if they are a woman, an Indigenous person, a person with a disability or a member of a visible-minority group.

The NFB is also committed to developing inclusive, barrier-free selection processes and work environments. Feel free to advise us of any accommodation needs.

Please note that only applicants selected for an interview will be contacted.