



Woodland Cree  
Education Authority

## Woodland Cree First Nation Education Authority (WCFNEA)

[www.wcfnea.ca](http://www.wcfnea.ca)

Cadotte Lake, Alberta

### Job Posting: Payroll, Benefits & Finance Clerk

**Full-Time Position | Start Date: As Soon As Possible**

**Closing Date: April 10, 2026**

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### About Us

The Woodland Cree First Nation Education Authority (WCFNEA) is committed to honoring children, youth, and families through high-quality, culturally grounded education. Serving approximately 60 dedicated staff across K–12 and Adult Education programming, our team works collaboratively to support student success, well-being, and lifelong learning in Treaty 8 Territory.

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### Position Overview

WCFNEA is seeking a **detail-oriented and highly organized Payroll and Benefits Clerk** to join our team. This full-time role will work collaboratively between **Human Resources and Finance** to ensure accurate payroll processing, benefits administration, and staff support.

This is an exciting opportunity to contribute to a growing Education Authority that values teamwork, integrity, and service to community.

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### Key Responsibilities

#### Payroll Administration

- Process bi-monthly payroll for approximately 60 staff
- Maintain accurate employee records, earnings, and deductions
- Ensure compliance with federal and provincial payroll regulations
- Prepare and submit required remittances (CPP, EI, income tax, etc.)

- Support year-end reporting (T4s, summaries)

### **Benefits & Pension Administration**

- Administer employee benefits and pension plans
- Coordinate enrollments, changes, and terminations
- Liaise with benefits providers and pension administrators
- Respond to employee inquiries regarding coverage and entitlements

### **Human Resources & Finance Support**

- Collaborate with HR on onboarding, contracts, and employee changes
  - Support Finance with payroll reconciliation and reporting
  - Maintain confidentiality and accuracy of all personnel data
  - Process accounts payable & receivable
  - Monthly bank reconciliations
  - Assist with audits and reporting requirements
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### **Qualifications & Experience**

- Diploma or certificate in Payroll, Accounting, Business Administration, or related field
  - Payroll Compliance Practitioner (PCP) designation (or working towards) is an asset
  - Minimum 2–3 years of payroll and/or benefits administration experience
  - Strong knowledge of Canadian payroll legislation and best practices
  - Experience with payroll systems and Microsoft Office (Excel proficiency required)
  - High level of accuracy, discretion, and attention to detail
  - Ability to work collaboratively in a team-oriented environment
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### **Compensation & Benefits**

- **Salary Range:** \$50,000 – \$70,000 annually (commensurate with experience)
  - Comprehensive **benefits and pension plan**
  - **Potential access to on-site housing**
  - A supportive, collaborative workplace culture
  - The opportunity to make a meaningful impact in the lives of children, youth, and families
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### **How to Apply**

Please submit your resume and cover letter outlining your qualifications and experience to:

[✉hr@cadottelakeschool.ca](mailto:hr@cadottelakeschool.ca)

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WCFNEA thanks all applicants for their interest; however, only those selected for an interview will be contacted.