Human Resources & Payroll Coordinator

EMPLOYMENT OPPORTUNITY

Employment Details

Organization	Abegweit First Nation
Location	Scotchfort, Prince Edward Island (primarily on-site, with occasional work-from-home flexibility)
Position Type	Full-time, permanent
Hours	Monday to Thursday, 8:00 a.m. to 4:00 p.m.; Friday, 8:00 a.m. to 12:00 p.m.
Salary	$60,000-$70,000, commensurate with experience and qualifications

About the Opportunity

Abegweit First Nation is seeking an organized, detail-oriented Human Resources & Payroll Coordinator to support our employees and day-to-day operations. Reporting to the Director of Finance and collaborating with directors across the organization, this position coordinates payroll, pension, benefits, recruitment, onboarding, employee records, and related HR administration.

You will provide responsive employee service, support accurate payroll processing and timely remittances, and assist directors with HR services, compliance, employee engagement, and organizational planning. The role requires sound judgment, discretion, accuracy, and a commitment to protecting confidential information.

What You Will Do

- Process payroll accurately and on schedule; review timesheets, attendance, leave requests, and adjustments; calculate earnings, deductions, taxable benefits, and retroactive payments; and maintain payroll records. Prepare year-end reporting, including assistance with T4s and related documentation.
- Administer pension and benefits programs, including enrollments, terminations, coverage changes, and contribution reporting. Coordinate with providers, reconcile monthly benefits invoices, and process premium payments.
- Calculate, prepare, reconcile, and submit statutory payroll and pension remittances and reports. Monitor deadlines, investigate discrepancies, and bring potential compliance issues to the Director of Finance for review.
- Collaborate with directors on recruitment and selection, including job postings, interview scheduling, and reference checks. Prepare offer letters, employment contracts, and new employee documentation for the appropriate director's review and approval.
- Coordinate orientation, onboarding, and offboarding with directors. Maintain confidential personnel files and HR records, and administer leave, vacation, and attendance information.
- Serve as a first point of contact for employee questions about payroll, benefits, pensions, HR policies, and workplace procedures. Help directors and employees understand and apply policies, referring complex matters to the appropriate director.
- Assist directors with performance review administration and employee development, engagement, and wellness initiatives. Provide administrative support for workplace investigations and employee relations matters, as directed.

- Support directors in maintaining compliance with applicable employment standards, occupational health and safety requirements, privacy legislation, and organizational policies. Assist with HR policy development, review, and implementation, and share relevant legislative updates with directors.
- Prepare payroll, benefits, pension, and workforce reports; reconcile payroll-related liability accounts and remittances; and support salary, benefits, and pension budgeting, annual audits, and reporting requirements.
- Collaborate with directors on workforce planning, organizational projects, strategic initiatives, and improvements to HR, payroll, and administrative procedures.

What You Will Bring

- Diploma or degree in Human Resources, Business Administration, Accounting, or a related field.
- Three to five years of progressively responsible experience in payroll, benefits, and human resources administration.
- Experience administering payroll, pension plans, group benefits, and statutory remittances.
- Working knowledge of employment legislation and payroll regulations.
- Experience with payroll and human resources information systems.
- Strong organizational, communication, employee service, financial reconciliation, and reporting skills.
- Sound judgment, confidentiality, integrity, accuracy, and attention to detail.
- Payroll Compliance Practitioner (PCP) and/or CPHR designation is considered an asset.

What We Offer

- Employer-matched RRSP pension plan
- Health and dental coverage
- Generous paid vacation
- Paid Christmas office closure
- Professional development
- Flexible work environment

Diversity, Equity, Inclusion and Indigenous Employment

Abegweit First Nation is committed to fostering a respectful, inclusive, and culturally safe workplace that reflects the values, traditions, and diversity of our community. We encourage applications from Mi'kmaq and other Indigenous candidates, as well as individuals from diverse backgrounds and lived experiences. We value the knowledge, perspectives, and contributions Indigenous employees bring to our organization and community. We are committed to a fair and respectful workplace where employees are treated with dignity and have opportunities to contribute and grow. Applicants who require accommodation during the recruitment process are encouraged to contact Abegweit First Nation to discuss their needs.

How to Apply

Please submit a cover letter and resume to careers@abegweit.ca with the subject line "Human Resources & Payroll Coordinator." Include your contact information and at least three professional references with your application.

Application deadline: 4:00 p.m., Friday, November 13, 2026

We thank all applicants for their interest. Only those selected for an interview will be contacted.