



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA

OFFICE: Thompson Central Office (TCO)

LOCATION: Thompson, MB

Position: Payroll Clerk
One (1) Full-Time Permanent Position

As a member of the Finance Department, the Payroll Clerk determines and calculates pay and benefit entitlements for employees. Responsibility is to maintain accurate payroll, benefit, and pension records, ensuring that payroll cycle deadlines are consistently met. Maintains, tracks, and reports on employee leave, overtime and attendance records. Discretion and maintenance of privacy is of primary importance.

Qualifications:

- Post-secondary diploma in a Payroll, Business or Accounting program
- Acceptable verbal, written and computer skills
- 1+ year work experience using payroll software
- Knowledge of applicable payroll and employment standards legislation
- Payroll Compliance Practitioner (PCP) designation an asset
- Organizational, time management and prioritizing skills
- Demonstrated ability to problem solve and meet deadlines
- Proficient in Microsoft Word, Excel and Outlook
- Must be self-motivated with the ability to work independently as well as a team setting
- Demonstrated understanding of and respect for Indigenous culture

Working Conditions:

- Must be able to work in a fast paced environment
- Work involves managing a lot of detailed information, requiring accuracy and consistently meeting rigid deadlines
- Must adhere to confidentiality when working with sensitive information
- Must demonstrate a strong work ethic and be reliable
- Must have and maintain a satisfactory Prior Contact, clear Child Abuse Registry Check and satisfactory Criminal Record Check

Salary: Awasis Agency offers a competitive salary and employee benefit package. Salary will commensurate with education and experience. Salary Range \$43,273.00 - \$\$49,647.00

Closing date: Open Until Filled

Awasis Agency provides service to Indigenous children and families, therefore preference will be given to Indigenous applicants. Individuals interested in this challenging opportunity please reference **Competition Number 2018/19-065RR** on your resume/cover letter in confidence to:

Human Resources Department
Awasis Agency of Northern Manitoba
Competition Number 2018/19-065RR
701 Thompson Drive
Thompson, MB R8N 2A2
Fax: (204) 778-8428
Email: hr@awasisagency.ca

We thank all applicants who apply, however, only those selected for an interview will be contacted