

WE'RE HIRING:

PAYROLL CLERK



MAKOOSE C. GAMIK INC.

We are a Child and Family Services Agency that is dedicated to providing caring and supportive services for Long Plain First Nation members. We have offices located in Brandon, Winnipeg, Portage and in Long Plain First Nation.

POSITION SUMMARY

The Payroll Clerk will be responsible for completing regular payroll and benefits updates for employees within the Agency. The Payroll Clerk's main duties include issuing and verifying weekly pay, ensuring appropriate deductions are made, updating payroll data, maintaining accurate payroll records, and other duties as required. This individual will report to the Finance Director.

QUALIFICATIONS

- Post-Secondary diploma or undergraduate degree in Business Administration with an accounting major, or related field, or a combination of experience and/or education may be considered;
- Minimum 2 years prior work experience in computerized payroll;
- Knowledge of Sage 300 an asset;
- Working-level knowledge of Canadian payroll regulations and guidelines;
- Current knowledge of application of Manitoba legislated regulations;
- Payroll Compliance Practitioner (PCP) Designation would be an asset;
- Hold and maintain a valid Class 5 driver's license, access to a reliable vehicle and willing to travel;
- Applicants must include with their application a photocopy of their driver's license and a recent driver's abstract. The fee for obtaining the driver's abstract is borne by the applicant;
- Successful completion of a current Criminal Record Check with the Vulnerable Sector Section Query, Prior Contact Check, & Child Abuse Registry Check, or proof of submission of all required checks to be submitted with your application.

Please submit your cover letter & resume to:

Makoose C. Gamik Inc.
Head Office Mailing Address
Box 337, Portage La Prairie, MB R1N 3B7
E-mail: hr@makoosecgi.org

COMPETITION NUMBER: 2024-18

Close Date: July 31, 2024, by 4:00 p.m.

