



TOWN OF THE PAS
REQUIRES A
PAYROLL CLERK
PERMANENT FULL TIME POSITION

The Town of The Pas is currently seeking a responsible, motivated and reliable person for the position of Payroll Clerk.

FUNCTIONS:

This position is responsible for the day-to-day activities associated with processing timely and accurate payroll. As a Payroll Clerk, your duties will include the following: payroll processing, employee benefits, pension, general ledger entries / reconciliations, preparing reports as required, general correspondence and as well as providing friendly and professional customer service to citizens of the Town.

QUALIFICATIONS:

- Grade 12 education and successful completion of Business Administration (accounting courses from a recognized institution or an equivalent combination of education and demonstrated experience will be considered).
- Two or more years' experience in a Payroll or Finance setting is a definite asset
- Process month end and year end reports – including T4's
- Payroll Compliance Practitioner Certificate (PCP) is a definite asset.
- Solid applied knowledge of general accounting procedures.
- Excellent organizational, written and verbal skills.
- Ability to prioritize daily work load effectively and perform duties efficiently with minimal direct supervision.
- Proficient keyboarding & data entry skills.
- Adept in common computer applications (i.e. - word processing, data base, spread sheet programs) & able to learn new programs as required.
- Able to relate effectively & professionally to the public and all town personnel.
- Attend to phones in a clear & courteous manner.
- Ability to operate all office equipment that may be required for department operations.

SKILLS:

- Excellent working knowledge of accounting practices and procedures
- Excellent communication skills, both written and verbal
- Proficient use of common computer applications including Windows and MS Office Programs; accounting software programs; ability to learn new programs
- Ability to prioritize and strong multitasking capabilities
- Must maintain absolute confidentiality with this position

WAGE RATE: As Per CUPE Local #745, **\$24.43** per hour plus an excellent pension, health, dental, vision & benefit package.

HOURS OF WORK: Monday through Friday 8:30 am to 4:30 pm

START DATE: As soon as possible

The qualifications and responsibilities listed above are a summary of the position; selection will be based upon the requirements detailed in the Payroll Clerk job description. A copy is available on request and will be provided to all Interviewees.

“This position is open to all applicants in accordance with the Human Rights Legislation of Manitoba.”

Applications will be accepted up to January 25th, 2019 and are to be directed to:

Keri-Lee Zaharia, CPHR, SHRM-SCP – Human Resource Officer
keriz@townofthepas.ca
81 Edwards Avenue, P.O. Box 870
The Pas, MB, R9A 1K8
Fax: (204) 623-5506

www.townofthepas.com

We thank all candidates in advance, but will only contact those selected for an interview.