



OPASKWAYAK CREE NATION

JOB COMPETITION – EXTERNAL POSTING

PAYROLL CLERK

DEPARTMENT: Finance	SALARY: Depending on Qualification
CLASSIFICATION: Term Position ASAP to October 10, 2018 (May lead to permanent)	LOCATION: Otineka Mall (Lower Level)

JOB SUMMARY:

The purpose of the Payroll Clerk is to collect, verify and process payroll information. He/she will also be responsible for pay and benefit entitlements for approximately 200+ employees.

MINIMUM QUALIFICATIONS:

- Business Administration Diploma or equivalent education and training
- Must have at least two (2) years related work experience in Payroll
- Must have proficient computer skills (Microsoft Office), Payroll Accounting Software preferably ACCPAC
- Good interpersonal skills and teambuilding skills
- Time management skills with the capability to work with minimal supervision
- Must have knowledge of Manitoba's Employment Standards, Employment Insurance, and other related Employment Legislations.
- Ability to speak the Cree language is an asset

Application Deadline: August 23, 2018 @ 4:30 pm

Please submit resume/cover letter to:

Courtney Hester, Personnel Administrator
P.O. Box 10880
Opaskwayak, Manitoba R0B 2J0
Phone: 204-627-7100
Fax: 204-627-7063
E-Mail: courtney.hester@opaskwayak.ca

*Please mark application "Personal and Confidential".
We thank all who applied, however, only applicants selected for interviews will be contacted.*