



Opaskwayak Health Authority Rod McGillivary Care Home EXTERNAL Job Posting

Rod McGillivary Memorial Care Home is seeking a qualified individual to fulfill the role of **Payroll Clerk (Full Time)**.

Job Summary

Reporting to the Finance Manager, the Payroll Clerk is responsible for completion of tasks as assigned in the areas of benefits administration, & payroll administration. The Payroll Clerk works in a multidisciplinary team; follows Rod McGillivary Memorial Care Home and Opaskwayak Health Authority policies & procedures; develops high organizational competencies; and may assist with other duties within the department.

Position Requirements:

- Business Administration Diploma or equivalent education and training
OR Certificate – Payroll Administration (required)
- Valid Manitoba Class 5 Driver's License (Required)
- 2 years' Payroll experience (required)
- 2 years' Finance & Administration experience
- In-depth experience of payroll calculation and processing (required)
- Experience in working with & interpreting collective agreements (preferred)

Closing Date: **OPEN UNTIL FILLED**

Applications Must Include:

- A cover letter that clearly indicates how you meet the position requirements.
- Resume
- Copy of credentials (licenses, training, education)
- Adult Abuse registry Check
- Criminal Record Check
- Three professional letters of reference (colleague, supervisor or manager) or contact information for same (include position / title, current place of employment, phone number & email)
- Personal contact information (phone & email)

Your application will not proceed to interview without this information.

This is a preference competition. All applicants are encouraged to apply, however first consideration for this competition will be given to current OHA employees, OCN employees, OCN members & Indigenous applicants. Applicants are requested to self-declare at the time of application.

To obtain a complete job description, for additional information or to apply for this position please contact or submit your application to:

Human Resources
Rod McGillivary Memorial Care Home
Box 10790, 56 Kiche Maskanow Road, Opaskwayak, MB R0B 2J0
Email: nicole.lathlin@rmmch.ca

Please mark all correspondence "CONFIDENTIAL".
Please note that only those selected for an interview will be contacted.