



Professional Employment Opportunity

AWASIS AGENCY OF NORTHERN MANITOBA
UNIT/OFFICE: Thompson Central Office (TCO)
LOCATION: 701 Thompson Drive, Thompson, MB

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

Summary of Position:

The Payroll Clerk is a member of the Finance department and is accountable for all aspects of completing and maintaining the Agency's payroll including employee time tracking, compensation, leave credits and employee payroll files. The incumbent has a keen attention to detail, excellent mathematical and analytical skills. The work is performed in a confidential manner and is mentally challenging.

Qualifications:

- Post-secondary education or Certificate/Diploma in an accredited payroll program, and/or a PCP (Payroll Compliance Practitioner) or CPM (Certified Payroll Manager) designation an asset.
- 1 year of experience in Payroll Administration preferred.
- Ability to manage conflicting priorities.
- Demonstrated knowledge of Northern First Nations communities
- Demonstrated ability to use Microsoft office (Excel, Word and Office Suite).
- Class 5 driver's licence.
- Ability to speak Cree/Dene an asset.

Working Conditions:

- Fast-paced, professional office environment.
- Repetitive computer inputting.
- Access to confidential information.
- Managing employees who are unhappy or aggravated.
- Some on-call work and overtime required as directed.
- Background checks must meet Agency minimal acceptable standards.

Salary: Awasis Agency offers a competitive salary and employee benefit package. Salary will commensurate with education and experience.

Closing Date: Thursday, April 2, 2026

Awasis Agency provides service to Indigenous children and families, therefore preference will be given to Indigenous applicants. Applicants are encouraged to self-identify. Individuals interested in this challenging opportunity please reference **Competition Number 2026-022 on your resume/cover letter and in the subject line of your email** in confidence to:

Human Resources Department
Awasis Agency of Northern Manitoba
Competition #2026-022
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.

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.