

**John Howard Society of Manitoba Inc.
Job Posting**

Position: Admin/Payroll Assistant

Employment Type: Full-Time

Salary: \$17.50 - \$19.00 /hr

Hours: Monday – Friday (8:30 am – 4:30 pm)

Tentative start date: As soon as possible

Closing Date for External Applicants: Ongoing until the position has been filled.

**Only external applicants who meet the minimum requirements will be contacted for an interview.*

The Position:

Reporting to the Admin/Building Manager for all admin responsibilities and the Accountant for all payroll responsibilities.

This position's admin responsibilities will be to perform various administrative/clerical duties that assist employees, other staff, and management with specific employment, communication and/or administrative responsibilities. Additionally, the Admin/Payroll Assistant is considered to be the face of the agency, therefore, they will greet and aid all visitors, guests and potential applicants. This may include, but is not limited to: collecting timesheets, distributing mail, office repair, maintenance and cleanliness and office supply ordering.

This position's payroll responsibilities include collecting and ensuring the accuracy of timesheets, computing wages, completing bi-weekly pay and ensuring staff are paid correctly and on time. This position supports the overall HR function from various perspectives including maintaining confidential and sensitive information on employee data, projects and duties as assigned.

Minimum Requirements

- Updated resume.
- Must be 18 years of age or older.
- Minimum of a Grade 12 or GED.
- Clear Criminal Record Check – with the vulnerable sector search.
- Clear Adult Abuse Registry Check
- Two applicable employment references and one character reference.



ADMINISTRATION | Experience Requirements

- Working knowledge of office procedures and practices, including word processing, data entry, filing, faxing, and photocopying.
- Ability to communicate effectively verbally and in writing.
- Excellent knowledge of English, grammar, and spelling.
- Experience working with people from diverse cultures.
- Experience working with people who have been in conflict with the law.
- Ability to maintain confidentiality according to agency policies.

PAYROLL | Experience Requirements

- Payroll Compliance Professional certification will be considered an asset.
- Strong knowledge and background in payroll-related employment and labour law preferred.
- Prior payroll experience in Payworks is an asset.
- Strong numerical aptitude, exceptional attention to detail and a proven ability to prioritize tasks with minimal supervision.
- Data entry experience is required.
- Proficiency in Microsoft Office especially Excel, and Outlook.
- Two applicable employment references and one character reference.

ADMINISTRATION | Duties and Responsibilities

- Welcome clients by greeting them in person or on the telephone.
- Answer incoming calls on a multi-line telephone system.
- Refer inquiries to the appropriate department.
- Check and respond to email.
- Perform data entry tasks.
- Prepare documents as required by the Admin/Building Manager and the Executive Director.
- File, fax, and photocopy.

PAYROLL | Duties and Responsibilities

- Providing information and answering employee questions about payroll-related matters.
- Collecting and reviewing timesheets.
- Ensure accuracy in hours reported by staff.
- Preparing and submitting bi-weekly payroll runs in Payworks, generating reports after all runs have been submitted.
- Maintaining and updating payroll-related employee records which includes: Data entry of every staff's salary and benefits paid; Data entry of Group Pension deductions on the Group Pension Plan remittance form; Data entry of Union due deduction, Data entry group benefit premium deduction, etc. for every pay period in the Excel files after payroll runs.



Required Attributes

- Excellent communication skills, both verbal and written.
- Good time management and organizational skills.
- Consistency with processes and daily tasks.
- Self-starter with a proactive approach to resolving problems and issues.
- Ability to read, analyze, and interpret general information and data.

Reporting Relationship

- This position reports to both the Admin/Building Manager and the Accountant for its respective responsibilities.

Our Commitment to Equal Opportunity Employment

The John Howard Society of Manitoba is committed to achieving employment equity for designated groups in our workforce.

We encourage all applicants to apply especially external candidates who identify as First Nations, Indigenous, Inuit or Metis, visible minorities or persons with disabilities who meet the required qualifications.

We kindly request that all external applicants self-declare in their cover letter or resume.

Please email your cover letter and resume to Matt Sciangula at careers@johnhoward.mb.ca

The John Howard Society of Manitoba

