



## MANITOBA MÉTIS FEDERATION

### PAYROLL OFFICER

March 20, 2024

Posting #23-03-007 (REPOSTED)

The Manitoba Métis Federation (MMF) is the National Government of the Red River Métis - also known as the Manitoba Métis. The Red River Métis are Canada's Negotiating Partners in Confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill **one full-time Payroll Officer** position within our **Finance Department** located at 150 Henry Ave in **Winnipeg, MB**. Reporting to the Payroll Specialist, the Payroll Officer is responsible for delivering payroll and transactional services for all employees.

#### **Job Duties/Competencies:**

- Execute the day-to-day payroll operations, compliance adherence, control framework, payroll accounting and general ledger reporting requirements;
- Perform specialized accounting functions, including reconciliation of the payroll bank accounts, general ledger accounts and budgeting and forecasting of payroll costs;
- Ensure compliance of remittance schedules, as well as municipal, provincial and federal laws and regulations;
- Assist in payroll year-end processes and reporting activities;
- Provide assistance to external auditors during interim and annual audits of corporate records;
- Assist in the development of budget projections and perform program budget analysis and variances;
- Work closely with the Payroll Supervisor and senior leadership to improve the processes, accuracy, and efficiency of the timekeeping and payroll procedures and policies;
- Participate in the development and implementation of financial business and payroll systems, ensuring adequate internal controls are present.

#### **Skills and Qualifications:**

- Designation or Certification as a Payroll Compliance Professional or Practitioner;
- Three years' related experience in payroll and financial analysis and reporting;
- Experience with Sage 300 and/or Payworks is a strong asset;
- Thorough knowledge of Canadian payroll and employee benefits administration;
- Experience executing payroll in a large size ERP enabled government;
- Considerable knowledge of business process analysis and system design and implementation;
- Proficient in Microsoft Office: Word, Excel, Outlook, PowerPoint;
- Knowledge of Red River Métis culture, MMF programs and services is a definite asset; and,
- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle.

We offer a comprehensive benefits package including; health, dental, vision, pension, and vacation. Access to an on-site fitness facility as well as an in-house restaurant is available.

**Please submit your resume and cover letter, referencing the job posting number. This posting is open until filled.**

The MMF requires a satisfactory criminal record check prior to commencement of employment. The MMF will accept existing criminal record checks if dated within 3 months of your start date. Obtaining this document is not a guarantee of employment.

**Preference will be given to qualified Métis applicants and they are encouraged to self-identify on their cover letter. The MMF encourages internal applicants to apply for career opportunities within our Government.**

MMF Human Resources Department  
300-150 Henry Ave  
Winnipeg, Manitoba R3B 0J7  
Email to: [jobs@mmf.mb.ca](mailto:jobs@mmf.mb.ca)  
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All our job postings can be found at: [www.mmf.mb.ca](http://www.mmf.mb.ca).