



epic | empowering
opportunities | people in
community

Epic Opportunities for you!

Payroll Clerk-Term Position (August 1, 2019 for 20 months)

Epic Opportunities is a vibrant diverse workplace offering career opportunities to enthusiastic, qualified people who have the skills, experience and the character to deliver quality supports to people with Intellectual disabilities. We seek people who share our vision, mission and values and are highly committed to building inclusive communities.

Currently we are looking for one highly motivated, forward thinking individual to fill our Payroll Clerk position. The Payroll clerk supports the overall goal of the agency by processing all aspects of our employee payroll and benefit administration. The role provides key support to administration in generating information and reports to assist in the ongoing day to day business. This position is responsible to develop and maintain effective working relationships with employees in various roles.

This is a fulltime term position with a start date of August 1, 2019 for 20 months.

Qualifications & Requirements:

Education & Experience

- Certified Payroll Manager preferred; other CPA certifications will be considered as well.
- Three years of experience in computerized payroll.
- Excellent working knowledge of the following programs: IIBEX Inclusion or other computerized payroll, programs, QuickBooks, Windows, Microsoft Excel, Word & Outlook.

Skills & Abilities

- Demonstrated commitment to the mission and purpose of Epic Opportunities.
- Demonstrated ability to create reports for a variety of situations.
- Excellent oral and written communication skills.
- Meticulous attention to detail, ability to see and address anomalies in data.
- Consistent demonstration of professional business etiquette and communication
- Basic accounting skills.
- Accurate word processing and excellent grammar/writing skills.
- Ability to be highly organized with excellent file management skills.
- Ability to prioritize work in a busy environment and meet time deadlines.
- Ability to work independently and as part of a team.
- Reliable and responsible.

- Excellent problem solving skills.
- Good interpersonal skills with a variety of individuals.
- Ability to maintain confidentiality at all times.
- The successful applicant will be asked to provide a Criminal Record Check with Vulnerable Sector Search and both a Child and Adult Abuse Registry check upon hire at their own expense.

For a more detailed job description, please visit our website at www.epicmb.ca.

If you are interested in being part of a unique organization and looking for an interesting and challenging career opportunity we want to hear from you! Please send your resume and cover letter with reference to **Payroll Clerk (Term Position)** outlining how you meet the job qualifications and requirements, by **June 23, 2019**

Attention: Human Resources

200-1600 Ness Ave.

Winnipeg, MB

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Fax (204) 560-2829 or

Email: careers@epicmb.ca

We thank all applicants in advance; only those chosen for interviews will be contacted.