

Payroll Clerk

Status: Regular Full-time

In your role as Payroll Clerk at The North West Company (NWC), you will provide payroll services to both NWC and The North West Company International (NWCi). Joining NWC gives you the opportunity for growth and development throughout the company, a competitive salary and benefits package, and to be part of a dynamic and diverse culture.

NWC is a leading retailer to under-served rural communities and urban neighbourhood markets in the following regions: Northern Canada, Western Canada, rural Alaska, the South Pacific islands, and the Caribbean. Our stores offer a broad range of products and services with an emphasis on food. Our value offer is to be the best local shopping choice for everyday household and local lifestyle needs. Check out northwest.ca for more information.

Your Role:

- Accurately enters employee data changes from manual Personnel Change Forms or PCF web applications into the HRMS by deadlines;
- Data entry/import of special ship temporary employee hires and timecards monthly as received;
- Verifies store timecards are approved in timekeeping systems and contacts store managers to request outstanding approvals by service deadlines;
- Runs related audits;
- Saves and organizes employee change forms online for entry;
- Garnishment and wage assignment reporting and preparation and mailing of payments to various regulated bodies;
- Manages HR Connect tickets assigned and modifies status of tickets within service levels;
- Sorts and distributes all incoming email, faxed and mail to the correct team member;
- Prints and seals pay stubs and sorts for mailing to stores and corporate support offices;
- Prepares payroll mailing envelopes/courier envelopes for shipping and delivers to the mail room within established timelines;
- Prints annual statements and prepares for mailing as required;
- Verifies daily if there are EFT rejects/EFT payments/Cheque exceptions on banking websites, distributes or files accordingly;
- Verifies employees last day worked for terminations if required;
- Executes operational reporting as required;
- Performs a variety of office/clerical functions such as reporting, letter creation, photocopying, filing, faxing, hardcopy mailings, and ordering of all payroll office supplies;
- Orders and ensures proper stock of mailing envelopes, printer, toners to achieve closure deadlines; and

Desired Skills & Experience:

- A minimum of one year of general office experience, preferably payroll related;
- Demonstrated ability to work with highly confidential information;
- Excellent organizational, planning, and prioritizing skills;
- Previous numeric data entry experience required;
- Basic accounting knowledge is an asset;
- Demonstrated proficiency in MS Office products, with an intermediate level in Excel, V lookups, filters, etc.;
- Detail conscious with a high degree of accuracy;
- Exceptional customer service skills; and,
- Good written and verbal communication skills with the ability to interact with all levels of internal and external customers.

Location: Gibraltar House, 77 Main Street, Winnipeg MB

Reports To: Manager, Payroll

Interested applicants are invited to **apply directly on the website**

<https://careers.northwest.ca?JOBSHAREKHU4P3LRKXWHYL3U5V3GQR3TZV4JOCIG7IGLLN5FCWA2ZGXEHOJJ2C5EWC3WCI35QV5IYABIA656ESOZ7POESQ7SSNCVCAV2QLQJHYXNDWRPQLWQZDZQ>

We create a collaborative and constructive culture by:

- Being Enterprising • Committing to our Customer • Working with Passion • Leading and Developing Others • Demonstrating Respect and Inclusivity • Building Trust

The North West Company is committed to inclusion and diversity and encourages applications from all candidates including but not limited to: all religions and ethnicities, LGBTQ2s+, BIPOC, and persons with disabilities.

You may include your resume and cover letter together as a single document. A competitive salary is being offered along with opportunities to learn, develop and advance throughout the organization. We thank all applicants for their interest; however only those selected for an interview will be contacted.