Keewatinohk Inniniw Minoayawin Inc.
Yathe Hotsį Dene ʔ Edenąkaneļnį
Northern Peoples' Wellness

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94 Commerce Drive
Winnipeg, MB

Employment Opportunity
Finance / Payroll Clerk
Finance
Based in Winnipeg, MB
Full-Time, Permanent (35 Hours per Week)
$55,000 - $66,000 Annually

The KIM team invites applicants to apply for the following exciting opportunity!

This role will support the accurate and timely processing of payroll and payroll-related accounting functions for Keewatinohk Inniniw Minoayawin Inc. (KIM).

Reporting to the Director of Finance, the Payroll Clerk is responsible for the accurate and timely processing of payroll and the maintenance of employee payroll records. This position administers payroll-related deductions and benefits, ensures compliance with applicable legislation and organizational policies, and manages the reconciliation and remittance of HEB pension contributions.

The Payroll Clerk also supports payroll-related accounting functions by preparing payroll journal entries, entering payroll transactions into the financial system, processing approved invoices, and maintaining accurate financial records. This is a 35-hour-per-week position, split between Payroll Clerk (0.5 FTE) and Financial Assistant (0.5 FTE) duties, and may provide occasional backup support to Finance Department operations as required.

Candidates with roots to a northern First Nation community will be given preference.

The successful candidate will be responsible to:

- Process payroll accurately and on schedule and maintain employee payroll records.
- Review and verify time sheets and payroll data.
- Calculate and process payroll adjustments, vacation pay, statutory holiday pay, retroactive payments, and other payroll-related transactions.
- Administer employee payroll deductions, benefits, garnishments, and other authorized withholdings.
- Administer HEB pension payroll deductions, ensure accurate calculation of employee and employer contributions, and reconcile and prepare pension remittances.
- Prepare and process ROEs, T4s, and payroll documentation.
- Prepare and reconcile payroll remittances.
- Investigate and resolve payroll discrepancies and respond to employee payroll inquiries.
- Assist with year-end payroll processing and reconciliations.
- Maintain confidentiality of employee information.
- Prepare payroll journal entries and supporting documentation and enter them into the financial management system.
- Reconcile payroll-related general ledger accounts.
- Enter approved invoices into the financial management system and ensure appropriate coding and supporting documentation.
- Assist with payroll-related month-end and year-end financial processes.
- Prepare reports, reconciliations, and supporting schedules.
- Support internal and external audits.
- Perform other duties as assigned from time to time as a member of a dedicated team.

The successful candidate will possess the following qualifications:

- Certificate or Diploma in Payroll Administration, Accounting, Business Administration, or a related field.
- Payroll Compliance Practitioner (PCP) designation is considered an asset.
- Experience using computerized payroll systems, including payroll reconciliations, payroll-related accounting entries, and the preparation of payroll journal entries, is an asset.
- Experience using Payworks and Oracle NetSuite is an asset.
- Experience entering accounts payable invoices and maintaining electronic financial records is an asset.
- Strong knowledge of payroll legislation, employment standards, and payroll administration practices.
- Knowledge of pension and benefit administration.
- Advanced proficiency in Microsoft Excel, including formulas, lookups, pivot tables, reconciliation worksheets, and reporting.
- Strong analytical, mathematical, and reconciliation skills.
- Knowledge of general ledger and accounting principles.
- Excellent attention to detail and accuracy.
- Strong verbal and written communications skills, the ability to set priorities, handle multiple tasks, work independently and as part of a team.

- Understanding of culturally safe practice, anti-Indigenous racism, and respectful relationship-building in organizational and community contexts.
- Ability to speak one of the First Nations languages is desired.

The following are considered conditions of employment:

- Satisfactory criminal record checks will be required.
- Must be able to travel on very rare occasions, with appropriate notice.
- Possess a valid class 5 driver's license and ability to travel as needed.
- Employee must be eligible to work in Canada.

For more information or to join our growing team of experts, please submit your resume and cover letter to Human Resources at hr@kimhealth.ca

Applications will be accepted by email and will be reviewed on November 16th, 2026. This opportunity will continue to remain open until filled.

KIM offers eligible employees a highly competitive and comprehensive benefits package, complemented by participation in the Healthcare Employees' Pension Plan (HEPP) — a defined benefit pension plan that provides predictable, secure monthly retirement income based on earnings and years of credited service, with employer-matched contributions.

Established in December 2019, Keewatinohk Inniniw Minoayawin (KIM) is a northern First Nations-led aggregate health organization that will work to transform health and wellness services and improve health outcomes for First Nations people. We offer a competitive compensation and benefits structure, and opportunity for advancement.