



LAKESHORE
SCHOOL DIVISION

Payroll Clerk/Administrative Assistant

We are looking for a dedicated **Payroll Clerk/Administrative Assistant** to join our team. This is a full-time, 8.0 hours per day, 12-month position.

Working under the direction of the Secretary-Treasurer, the successful candidate will be responsible for the operations of the payroll function of the accounting department. The payroll clerk operates in a divisional office team that provides efficient and effective service within the office as well as service to the entire school division.

The successful candidate will have experience in handling a variety of payroll streams, experience in human resources and experience in reconciling data for governmental agencies. Accuracy and attention to detail are mandatory.

STARTING DATE: To Be Determined

Interested candidates may forward their resume and cover letter to:

Donald Nikkel

PO Box 100

Eriksdale, MB R0C 0W0

204-739-2101

e-mail nikkeld@lakeshoresd.mb.ca

Deadline for applications: Wednesday, September 11, 2024, at 4:00 pm

Lakeshore welcomes applications from people with disabilities and accommodations for them may be available upon request. We thank all who apply for their interest, but only those selected for an interview will be contacted. Lakeshore School Division may contact former employers. For more details, please refer to the division's job description. *Successful candidates must complete a Criminal Record/Vulnerable Sector and Child Abuse Registry check prior to commencing employment.*