



Park West School Division

Park West School Division invites applications for:

Term 0.50 FTE Teacher Payroll Administrator

The primary responsibility of the Teacher Payroll Administrator is to ensure efficient and timely payroll processing. This diverse role is ideal for someone who has strong organizational skills and prioritizes accuracy and accountability.

Responsibilities:

- Collect and process payroll data, maintain up-to-date payroll records, manage wage changes, and year-end reporting
- Manage benefits plans and calculate and track deductions
- Maintain accurate employee records and respond to employee inquiries
- Process month-end payroll deduction remittances

Qualifications:

- Education or practical experience in Payroll, Business Administration, or Finance
- Proficiency in Microsoft Word & Excel
- Strong communication and interpersonal skills
- Organizational and time-management skills
- Strong attention to detail and ability to handle confidential information
- Ability to work independently
- Experience with payroll software would be an asset

What we offer:

- Comprehensive onboarding and ongoing training will be provided.
- Starting wage of \$31.51/hour
- Extended health and Life insurance benefits
- Group pension plan with 8% company match
- 2 weeks of vacation upon start of employment

Work Location: Birtle, MB

Term Start Date: December 15, 2025

Term End Date: June 30, 2026 (with possibility of extension)

This is a CUPE union position with wage and benefits in accordance with the CUPE collective agreement

For additional information please contact Stephen David, Superintendent at 204-842-2117 or email sdavid@pwsd.ca.

Please send applications to:

Park West School Division
Attention: Dani McKinnon

PO Box 68
Email: dmckinnon@pwsd.ca

Birtle, MB R0M 0C0
Fax: 204-842-2110

Deadline for applications is noon on Monday, December 1, 2025.

Individuals will be required to undergo a Criminal Record and Child Abuse Records Check. We thank all for applying, but only those whose applications lead to an interview will be contacted.