

Payroll Coordinator

The Royal Manitoba Theatre Centre exists to celebrate the widest spectrum of theatre art. Deeply rooted in the province of Manitoba, which gave it life and provides for its growth, Royal MTC aspires to both reflect and engage the community it serves. Canada's oldest regional theatre, each season Royal MTC produces ten plays at two venues as well as the Winnipeg Fringe Theatre Festival, The Bridge Festival of Ideas, and an annual regional tour. RoyalMTC.ca

We are seeking an experienced **Payroll Coordinator** with strong attention to detail skills and the ability to work in a high-volume environment.

Reporting to the Director of Finance, and in collaboration with all MTC departments, this position is responsible for the administration and execution of a complex, detailed weekly payroll for all salaried and hourly employees, union workers, contractors, and artists.

DUTIES AND RESPONSIBILITIES

- Process weekly payroll including: all union dues, benefits, and RRSP deductions, all input, balancing, and maintenance
- Monthly/weekly reconciliation of Receiver General remittances, union dues, benefits and payroll taxes.
- Manage employee insurance and benefits plans and benefits records, including monthly remittances for the Group Insurance and RRSP Plans.
- Manage WCB remittances and claims.
- The maintenance of detailed records and documentation for audit purposes, in accordance with statutory requirements.
- Other payroll related activities including ROE filing, T4 and T4A preparation, etc.

QUALIFICATIONS

- Minimum of 3 - 5 years experience with payroll and benefits administration
- Proficiency with payroll software is required; experience with UKG payroll software is considered an asset
- Must have a working knowledge of Excel
- Exceptional customer service ability, both written and verbal
- Ability to operate independently as well as part of a team
- Proven attention to detail and strong administrative skills

Royal MTC offers a collaborative and fast-paced working environment, a salary of \$50,000 - \$60,000 depending on qualifications and experience, and a comprehensive benefits package.

Note that this role works onsite at the Royal MTC offices, located at 174 Market Avenue. Hours of work are primarily 9am – 5pm, Monday through Friday, with some evening & weekend work required.



Interested candidates are asked to submit a cover letter and resume to human resources at hr@royalmtc.ca by **Wednesday, October 9, 2024**. Be advised that resumes will be reviewed as received and this search will remain open until a successful candidate is selected. Only candidates selected to interview will be contacted.

As demonstrated by our Equity, Diversity, Inclusion and Anti-Racism Commitment to Action, Royal MTC is on a deliberate and strategic path to creating an inclusive environment for all employees and becoming an anti-racist organization. We desire to attract a workforce that reflects and shares these values. Recognizing the history of underrepresentation of Indigenous, Black, and people of colour (IBPOC) positions in our company, we strongly qualified individuals who self-identify as IBPOC to apply.

We are committed to accommodating applicants with disabilities throughout the hiring process and will work with all applicants requesting accommodation at any stage of our process. If you require additional accommodations, please email hr@royalmtc.ca.