



## **DOCFS EMPLOYMENT OPPORTUNITY**

### **TERM PAYROLL & BENEFITS OFFICER** **Forest Hills Administration Office**

Dakota Ojibway Child and Family Services requires a Term Payroll & Benefits Officer for the Forest Hills Administration Office. Responsibilities include; on a bi-weekly basis prepare Payroll and submit Payroll deductions. Complete Month end and Year End Payroll Reconciliation, reconcile Payroll accounts, process Journal entries, maintain Group Insurance Benefits, Process T4's and maintain records of all employee information.

Applicants must meet the following criteria:

- Experience in Sage 300 Payroll Program
- Demonstrated experience working in a Human Resource Office
- Ability to work at an intermediate level in MS Office applications
- Excellent organizational, interpersonal and communication skills
- Have a valid driver's license & access to a vehicle
- Excellent work record/history
- Demonstrated knowledge and respect for the Dakota and Ojibway cultures and traditional philosophies
- Ability to speak Dakota and/or Ojibway a definite asset

Salary commensurate with education and experience. All applicants must submit with their application a current Criminal Record Check (with Vulnerable Section Query), Prior Contact Check, and Child Abuse Registry Check. Interested parties should apply in writing including three written references to:

**Dakota Ojibway Child & Family Services Inc.**  
**Forest Hills Administrative Office**  
**Swan Lake First Nation**  
**Box 310 Carberry, MB R0K 0H0**  
**Attention: Human Resource Coordinator**  
**Phone: 204-834-2323 Fax: 204-834-2306**  
**Email: [hr@docfs.org](mailto:hr@docfs.org)**  
**APPLICATION DEADLINE: April 15, 2026 (4:30 PM)**

We thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to Indigenous people and applicants are asked to self-declare in their resume or cover letter.