

March 4, 2026

Position title: Payroll and accounting administrator

Location: On-site at 555 Broadway in Winnipeg, MB (with possibility of hybrid work after training is complete)

Hours: Full time (33.75 hrs/week)

Term: Full time permanent

Start date: April 20, 2026

CTRI provides training (in-person and online) and resources in the areas of trauma, mental health, counselling skills, and violence prevention. Our sister division, ACHIEVE Centre for Leadership, provides training (in-person and online) and resources in the areas of leadership development and workplace culture.

Position Overview

As a member of our accounting team, the chosen candidate will be responsible for a variety of payroll and accounting tasks that require attention to detail, strong organizational skills, and a high level of comfort using multiple computer programs such as Office 365 and QuickBooks Online. The successful candidate will be eager to learn, enjoy crunching numbers, and comfort with repetitive tasks.

Key Duties

Payroll

- Process bi weekly payroll using Payworks
- Track vacation and personal time
- Complete payroll reporting including T4s, CRA balances, WCB
- Administer benefits program

Accounting

- Process accounts payable including entering and paying bills
- Collect, organize, and enter corporate credit card transactions
- Assist with month end processes and other accounting activities

Qualifications

- At least 1 year payroll administration experience
- Good knowledge of Canadian and Manitoba payroll regulations
- High proficiency with technology and Microsoft Office including Microsoft Excel
- Accounting software experience (Quickbooks online or other comparable software) is an asset
- Payroll software experience (Payworks or other comparable software) is an asset
- Post-secondary education is an asset
- Accounting experience with AP, AR, month end, or reconciliations is an asset
- Highly organized and excellent attention to detail
- High level of initiative and ability to work independently

- Ability to handle confidential information
- Strong time management skills
- Demonstrate continuous self-improvement
- Demonstrate commitment to our core values which are:
- Joy – We find joy in work and our relationships
- Togetherness – We do great work together
- Improvement – We seek feedback and act to improve
- Authenticity – We practice what we teach

Wage/Benefits

- Wage range for full time: \$52,000 - \$60,000 depending on qualifications and experience
- New employees start with 2 weeks of paid vacation, 1 week of personal wellness time, and paid leave between December 24 and January 1
- Extended benefits after 3 months of employment

CTRI and ACHIEVE are committed to attracting and retaining a diverse skilled workforce that is representative and reflective of the community we serve. Applications are encouraged from Indigenous Peoples, Women, Racialized Peoples, Persons with Disabilities, 2SLGBTQQIA+ Peoples and Newcomers. Applicants are encouraged to self-declare.

To Apply

Please send the following in **one attachment**: resume, cover letter, and a response to the following questions:

1. *What do you do to contribute to a healthy, vibrant work culture?*
2. *Please describe your understanding of the work CTRI and ACHIEVE does, and how the position of the Payroll and accounting administrator helps in fulfilling this mandate?*

Send To

Angela Senak at angela@ctrinstitute.com

Closing and Interviews

Applications will be accepted until March 16, 2026. Applicants who we select will be contacted by video call for a brief screening interview. In-person interviews will be scheduled soon thereafter.