



RURAL MUNICIPALITY OF ROSSE EMPLOYMENT OPPORTUNITY

The Rural Municipality of Rosser invites applications for the position of Accounts Payable & Payroll Administrator (permanent, full-time).

Under the direction of the Finance Officer, the Accounts Payable & Payroll Administrator is responsible for the preparation and completion of all aspects of Accounts Payable. This includes the preparation and payment of cheques, maintaining ongoing compliance with Municipality internal control practices and Provincial and Federal regulations, preparing regular reports for the Chief Administrative and Financial Officers and Council. Administrative duties also include administering the Municipality's insurance program (ensuring policy coverage, renewal, and claims administration), gravel program (inventory purchase, utilization, level tracking and reporting), and management of Multi-Material Stewardship Manitoba program recycling reporting. In addition to Accounts Payable and other duties, the Administrator will complete bi-weekly payroll preparation for full-time employees, monthly Council members, and semi-annual volunteer Municipality Fire Department members. The Administrator will also complete the monthly and annual reporting to the Manitoba Employee Benefit Program (pension and long-term disability), Blue Cross, Workers Compensation Benefit, and Receiver General.

Location

- RM of Rosser CentrePort and Rosser Offices based on operational requirements and selected candidate.

Qualifications

- Applicants should have completed a recognized post-secondary accounting/bookkeeping program, or equivalent combination of education and experience.
- National Payroll Association – Payroll Compliance Professional designation considered an asset.
- Minimum of two (2) years of direct experience in Accounts Payable and/or Payroll.
- Proven experience using integrated information systems for processing accounting transactions.
- Intermediate level ability to utilize Microsoft Excel and Word and other productivity software.
- Excellent communication and organizational skills.

The Rural Municipality of Rosser offers a competitive salary and benefits package including health, dental, disability, pension, and professional development.

Applications must contain a resume, cover letter, and three references. **Application deadline is 4:30pm on August 21st, 2026.** Only those candidates chosen for an interview will be contacted.

Please forward application marked "Application for Accounts Payable & Payroll Administrator" to Trevor Wowk, Chief Administrative Officer at:

Rural Municipality of Rosser
77E Provincial Road 221
Rosser, Manitoba R4B 0C6
Fax: (204) 467-5958
E-mail: cfo@rmofrosser.com

To view a full job description please visit [Job Postings - Rosser, MB](#) or call the Municipal Office at (204) 467-5711.

The Rural Municipality of Rosser supports inclusivity and accessibility in the workplace.
Reasonable accommodation is available to applicants with disabilities.