



## **JOB POSTING**

Title: Administrator – Payroll and Accounting

Reports to: Director of Finance

Position Status: Full Time, Salaried

Salary: \$34,000 - \$38,000 Annually

Start Date: as soon as possible

Office Location: 5670 Spring Garden Road, Halifax, Nova Scotia

The YMCA of Greater Halifax/Dartmouth is looking for a dynamic self-starter to join our team as Administrator, Payroll and Accounting supporting Finance and Administration.

### **The YMCA Experience**

Since 1853 the YMCA of Greater Halifax/Dartmouth has been connecting Nova Scotians to build healthy communities. As a non-profit charity we provide vital services, including Health, Employment, Childcare/Camps, Immigrant Services, and Youth Development. We are steadfast in our commitment to community, and are excited to open our new John W. Lindsay YMCA in 2019. Our new 70,000 square foot facility will open its doors over a million times each year to welcome members to the community.

### **The Opportunity**

Reporting to the Director of Finance, the Administrator of Payroll and Accounting will provide accounting support to the Association in the following areas: in-house payroll, accounts payable and receivable, records and file maintenance and cash & deposit management.

### **We Offer**

At the YMCA we know that our ability to partner with others in our community is through the passion and dedication of our employees and volunteers. In joining the YMCA you will become part of a dedicated network of individuals with great passion for providing a holistic support to the communities in which we serve. As a YMCA staff member you will receive:

- Comprehensive Group Benefits and Pension Program
- Strong Work Life Balance Programs (i.e. Paid Personal and Vacation Days)
- Discounted Childcare and Camp Rates

### **You Have:**

- 3-5 years of experience/knowledge of in house Payroll Processing and Administration preferred
- Working knowledge of an accounting system (e.g. Accpac Payroll or similar); Strong working knowledge of MS Office Suite
- Proven track record of successful payroll/accounting support for multiple departments/program areas P
- Demonstrated ability to manage and prioritize multiple, competing deadlines and tasks
- Able to work well independently and in a team environment
- Superior verbal and written communication skills
- Strong interpersonal skills and ability to establish rapport
- Demonstrated discretion and sound judgement in the handling of confidential information
- Strong analytical and organizational skills, and demonstrated quality commitment
- **Successful candidates will be required to provide a current and satisfactory Criminal Record Check/Vulnerable Sector Check, Child Abuse Registry Check, and proof of valid First Aid and CPR training. Employees will be required to attend YMCA Child Protection Training.**

### **Apply Today**

Qualified candidates may email their cover letter and resume in one document to Amy Rector, Human Resources Manager at [amy.rector@halifax.ymca.ca](mailto:amy.rector@halifax.ymca.ca) by Friday, February 23, 2018.

*The YMCA of Greater Halifax/Dartmouth is an equal opportunity employer.*