



## **JOB POSTING**

Title: Administrator – Payroll and Accounting

Reports to: Director of Finance

Position Status: Full Time, Salaried

Salary: \$36,000.00 Annually

Start Date: Immediately

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**

The YMCA of Greater Halifax/Dartmouth is a charity dedicated to strengthening the foundation of community. With a commitment to nurturing the potential of children, teens and young adults, promoting healthy living, and fostering social responsibility, the YMCA ensures that every individual has access to the essentials needed to learn, grow and thrive.

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.

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.

### **Position Summary**

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**

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

### **Qualifications**

- 3-5 years of experience/knowledge of in house Payroll Processing and Administration preferred
- Working knowledge of an accounting system (e.g. Sage Accpac or similar) considered an asset
- Previous experience working with middle to senior management, supporting multiple departments

- Experience working in a multi department environment
- Demonstrated ability to manage and prioritize multiple, competing deadlines and tasks
- Strong time management, organizational and interpersonal skills
- Self-motivated and able to work well independently and in a team environment, have the ability to respond appropriately to unanticipated issues
- Strong working knowledge of MS Office Suite, (Word, Excel, Outlook Mail) and working knowledge of the Internet.
- Superior verbal and written communication skills, which are essential to establishing and maintaining harmonious internal and external work relationships
- Demonstrated discretion and sound judgement in the handling of confidential information; this includes a high degree of integrity, professionalism and trust.
- Strong analytical skills and attention to detail in the performance of daily tasks, resolution of issues, process improvement and evaluation
- Commitment to YMCA vision and values
- **Note: 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**

Please email your cover letter and resume in one document to Arlene Seto at Arlene\_Seto@ymca.ca. We look forward to hearing from you.

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