

# Job Opportunity



## Why the Y?

The YMCA of Southwestern Ontario is committed to the development of healthy communities. Our locations, programs and services are designed to help our members and participants grow in spirit, mind and body and are open to people of all backgrounds, beliefs, and abilities.

## At the YMCA

you will feel connected to community, when your work positively influences the lives of others in so many ways.

- you will meet new people, while working at one of the most respected human services organizations in the world
- you will expand your knowledge base, where you can flourish in values-based environment.
- you will have career development opportunities where you build a better future for yourself and others.
- you will experience a rewarding job by helping support the building of healthy communities.

The YMCA of Southwestern Ontario is a multi service, non-profit values-based charity that serves Windsor-Essex, Sarnia-Lambton, Chatham-Kent, London, Middlesex-Elgin, Huron-Perth, and Oxford counties. Our services include: Childcare Services, school age programs, camp programs, health and fitness branches, community programs and newcomer services across the region. Our commitment includes a special focus on the region's children and youth. From the kids in our camps and those participating in soccer and swimming lessons, to youth who are new to our communities from around the world, the Y is committed to helping our next generation to grow and thrive, as healthy individuals and passionate future leaders.

Y not join the thousands of members, employees and volunteers and share our vision of a healthy community?

**As we continue to grow, we have a need for the following position:**

**Date:** April 26, 2021

**Position:** Payroll Administrator

**Location:** Wortley, London ON (work from home during the pandemic)

**Start Date:** ASAP

**Compensation:** \$45,000-50,000

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## Benefits:

- Candidates will be eligible to participate in our full benefit plan including pension plan upon successful completion of their 90 day probationary period
- A complimentary YMCA membership which encourages you to embrace the Y's philosophy of health and well-being
- A discount on our Childcare and Camp programs

## Responsibilities:

- Review and process new hire packages, staff changes, and terminations
- Administer payroll deductions for donations, benefits, and pension contributions
- Submit remittances for CRA, EI, CPP, EHT
- Complete payroll file submission for EFT payments to employees
- Process ROEs as necessary
- Maintain employee files
- Answer staff inquiries promptly and courteously
- Communicate with all departments/branches
- Supply various reports assisting with month end, year end, T4s, and other projects as required
- Maintain employee memberships within the administration system
- Input taxable benefit information into the payroll system

## Qualifications and Experience:

- Post secondary diploma in a related discipline
- 3-5 years experience processing payroll
- CPA level 2 an asset
- Possesses a fundamental understanding of the payroll regulatory environment
- Experience working in accounting or understanding of accounting fundamentals and how they relate to the payroll function is an asset
- Experience in high volume payroll environment of 1000 employees or more an asset

## Skills and Competencies

- Ability to work in a fast- paced environment
- Must maintain confidentiality
- Demonstrates analytical skills, excellent verbal and written communication, and computer skills including Excel, Word, Outlook
- Strong attention to detail and demonstrated problem solving skills
- Learn quickly
- Highly service oriented

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## To Apply:

1. Submit resume to [workforymca@swo.ymca.ca](mailto:workforymca@swo.ymca.ca)
2. Deadline for application is May 9<sup>th</sup> 2021.
3. Please answer the following questions within the body of your email. Please do not include the responses in a separate document. Only those applicants that complete these instructions will be considered for an interview. A cover letter in addition to this information is not required:
  - a. Please describe the volume of employees you have supported along with a list of the payroll responsibilities you have performed
  - b. Please provide your salary expectations.

Applicants without payroll experience will not be considered for this position.

We thank all applicants for their interest; however only those selected for an interview will be contacted.

**The YMCA of Southwestern Ontario is committed to providing a barrier-free environment for all stakeholders including our members/participants, employees, job applicants, suppliers, and any visitors who may enter our premises, access our information, or use our services. As an organization, we respect and uphold the requirements set forth under the Accessibility for Ontarians with Disabilities Act (2005), and its associated standards and regulations.**

Want to know more about us, visit us at: <https://www.ymcaswo.ca/>  
<https://www.facebook.com/YMCAofSWO/>