



**November 3, 2023**

**Accounting and Payroll Assistant  
Association Services, YMCA-YWCA Vancouver Island**

**Position:** Permanent Full-Time  
**Placement:** December 2023  
**Salary:** \$40,040 - \$45,500 Annually (\$22.00 - \$25.00/hr)  
Commensurate with experience and qualifications  
**Hours:** 35 hours per week; Monday through Friday  
**Location:** Langford B.C. – this role is 'in person' at the offices above the Westhills Y

**Nature and Scope:**

The YMCA-YWCA of Vancouver Island is a dynamic charitable organization with a vision for Healthy People Building Strong Communities. With over 145 years of history serving Victoria and the surrounding communities, the Vancouver Island Y is a member Association of both YMCA Canada and YWCA Canada. We are searching for an energetic and values-driven individual to join our team with a passion for supporting others and pride in administrative excellence.

Reporting to the Financial Controller, the primary duties of the Accounting and Payroll Assistant include assisting with the processing of day-to-day accounting activities and payroll/human resources support. This is a challenging and progressive work environment which will provide interesting and satisfying employment for those who seek to make a positive contribution through a community-based organization that delivers a range of programs and services.

This is a Permanent Full-Time position, and the incumbent will be eligible for an attractive benefits package after completion of the probationary period that includes an individual YMCA-YWCA Fitness Membership, as well as cost-shared group benefits and pension plans.

**Responsibilities:**

- Assisting in the Accounting and Payroll/Human Resources department, utilizing applications including Active-Net, Avanti and SAGE 300 ERP
- Assisting in the timely and accurate processing of Accounts Payables and Receivables, Batch Renewals and Scheduled Payments
- Assisting with the calculation and preparation of reports and returns
- Assisting with the reconciliation of General Ledger accounts
- Assisting with daily cash reconciliation and bank deposits
- Assisting with Payroll processing and HR filing / reporting and staff recruitment / job posting functions
- Assisting other staff with queries and issues
- Assisting with the maintenance and improvement of logical, efficient and professional record keeping systems
- Monitoring for consistent implementation of Association procedures and practices
- Assisting with other related duties, as assigned



**Qualifications:**

- Proficient computer skills required in Excel with experience in Sage 300 ERP Accounting or similar accounting programs
- Experience with Active-Net, Avanti or similar software applications related to Payroll and Human Resources, and/or registration software are considered definite assets
- Minimum three years of related work experience
- High level of attention to detail
- Strong collaborative work ethic, ability to work on multiple projects and under pressure with tight deadlines and minimum supervision
- A clear Police/RCMP Criminal Record Check with Vulnerable Sector Screening is required
- The YMCA-YWCA has implemented a mandatory COVID-19 vaccination policy requiring all staff and volunteers to be fully vaccinated (2 doses)

**Competencies:**

- Commitment to Organization and Values
- Analytical Thinking
- Consistency and Standardization
- Self-Management
- Service Orientation
- Teamwork
- Problem Solving

**To Apply: *Interested candidates are asked to please forward their resume and cover letter to:***

Human Resources  
YMCA-YWCA of Vancouver Island  
202-1314 Lakepoint Way  
Victoria, BC V8W 1E5  
Email: [HR@vancouverislandy.ca](mailto:HR@vancouverislandy.ca)

***Please note that applications will be short-listed for interviews as they are received; final deadline for applications is 12:00 noon Friday, November 17<sup>th</sup>, 2023.***

*\*Please note that only short-listed applicants will be contacted.*

***The YMCA-YWCA of Vancouver Island is an equal opportunity employer.***