



Internal/External Posting

Accounting Specialist - PAYROLL

OUR MISSION: Providing excellence in support, housing, education and community, we work together to restore hope and a future to those overcoming the challenges before them.

The Cridge Centre for the Family strives to be an exceptional employer by providing our staff with support, flexibility, and a workplace that makes a positive difference in our community. Our benefit package is outstanding and the work environment is positive and supportive. We commit to thorough onboarding, which includes substantial orientation, complete training, and support as you integrate into our team.

Reporting to the CEO and a member of a closely integrated team, this position will facilitate all functions of Payroll including the processing of all transaction related to employee benefits. This role is a significant part of our administration and finance team and may include other duties such as supporting and backing up AP/AR, petty cash, donations, and special analysis/reporting.

Minimum Requirements for the Position:

Three years of direct service experience with Payroll and Accounting.

Canadian Payroll Association – minimum designation of Payroll Administrator or equivalent education and experience.

Criminal Record Check required.

Education and Training:

Competence and Experience with ADP WorkForce Now.

Current First Aid Certificate and CPR training must be held or obtained in first 90 days.

Skills and Abilities:

A suitable candidate has the:

- Ability to function effectively within the Constitution and Bylaws of The Cridge Centre for the Family.
- Ability to set and maintain consistent limits and to act as an appropriate role model.
- Ability to work with staff and clients in a supportive, respectful and caring manner.
- Willingness to participate in staff development.
- Ability to communicate effectively with a wide range of individuals.
- Ability to handle stress and emergencies in a calm, effective manner.
- Computer literacy and mastery of Word, Excel, SAGE, Access, and Accpac required by the position.
- Ability to be flexible and adapt to a changing environment

Status: Full Time - up to 40 hours weekly

Starting Salary: \$ 25.00 per hour

Closing Date: Aug 31st, 2021, Start Date: negotiable

This position is an excluded position.

This position is open to both male and female applicants

Submit Applications to:

Patricia Bailey – Executive Assistant

1307 Hillside Ave, Victoria B.C., V8T 0A2

pbailey@cridge.org

Act Justly. Love Mercy. Walk Humbly.