



Internal/External Posting

Payroll Specialist

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 Director of Finance and Administration and as a member of a closely integrated team, this position will facilitate all functions related to processing payroll, administratively onboarding employees, completing all transactions related to employee benefits and, with on-the-job training, supporting other finance roles such as Accounts Receivables and Accounts Payables. This role is a significant part of our administration and finance team.

Minimum Requirements for the Position:

- Three years of direct service experience with Payroll and Accounting.
- Canadian Payroll Association – minimum designation of Payroll Compliance Practitioner or equivalent education and experience.
- Criminal Record Check required.

Education and Training:

- Competence and Experience with ADP WorkForce Now an asset.
- 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.
- Ability to adapt to change in systems and procedures.
- Computer literacy and mastery of Word, Excel and Payroll databases.
- Ability to take initiative.

Status: Full Time (40 hours weekly)

Competitive Salary \$59,000- \$65,000 yearly, Municipal Pension Plan, and Extensive Benefit Package

Closing Date: Until filled | Start Date: negotiable

This is an excluded position.

Submit Applications to:

**Anna Olson – Director of Finance and Administration
1307 Hillside Ave, Victoria B.C., V8T 0A2
aolson@cridge.org**

Act Justly. Love Mercy. Walk Humbly.