

Title: Administrator, Finance & Payroll  
Location: YMCA of Pictou County  
Position Status: Full time  
Hourly Rate: \$ 22-\$25 (\$46,000-\$55,000 annual salary, depending on experience)  
Start Date: January 2025

### **The YMCA of Pictou County Experience**

The YMCA of Pictou County is a supportive and caring staff team who are thriving, growing and are passionate about their work. The workplace team culture is inclusive, genuine, kind and nurturing, where team members are encouraged to learn and succeed individually and collectively. The environment is casual and comfortable yet friendly and professional. All team members are encouraged to have fun at work alongside the policies that guide our professionalism. At the YMCA of Pictou County, we know the value of being healthy and active, of bringing people together, and social and physical activity within a community. If this environment interests you and you identify as a dynamic team player who is socially connected and passionate about helping people, consider joining our team as the Administrator.

### **Position Summary and Responsibilities**

Reporting to the Finance Manager, the Administrator will provide clerical support to ensure efficient, accurate financial, payroll and administrative operations. Accountable for payroll, accounts receivable collections, financial reporting, accounts payable, and reconciliation functions; carried out in alignment with YMCA policy and compliance guidelines. Responsible to ensure accurate, timely software processes in ActiveNet, Xero & Payworks.

### **Qualifications**

- 2-5 years of Bookkeeping, Accounting or Business Administration on the job experience
- Experience working with the following software is an Asset; Microsoft Office, Xero, Sage, Payworks
- Strong attention to detail and able to meet timelines
- Current Standard First Aid and CPR Certification (an asset, we can provide)
- Demonstrate and promote a personal understanding of, and appreciation for the mission, vision and values of the YMCA
- A current criminal reference and child abuse registry check must be provided.

***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. Having these documents ready for the interview is recommended. All Employees are required to attend YMCA Child Protection Training.***

**Apply today to join our team in making a difference in the lives of children and families in Pictou County!**

Please email your cover letter and resume in one document to Mary Jenkins, Finance & HR Manager; YMCA Pictou County at [mary.jenkins@pcymca.ca](mailto:mary.jenkins@pcymca.ca) by January 10, 2025. We look forward to hearing from you!

*The YMCA of Pictou County is an equal opportunity employer.*