



Payroll/Human Resources Assistant

Association Services Office, YMCA-YWCA, Langford, BC

Vacancies: 1

Position Type: Permanent Full-Time (Qualified applicants seeking a Part-Time role will be considered)

Placement Date: April 2025 (Negotiable)

Salary Range: \$44,590.00 - \$50,050.00 (commensurate with experience and training)

Work Hours: 35 hours per week; Monday through Friday (some flexibility required)

Nature and Scope:

The YMCA-YWCA of Vancouver Island is seeking a dedicated and detail-oriented Payroll Assistant to join our team. Reporting directly to the Manager of Payroll, Benefits and HR Administration, you will play a vital role in supporting Payroll/Human Resources and related administrative functions. Your responsibilities will include payroll processing, onboarding, employee certification compliance, recruitment support, benefits administration and administrative duties. This position requires outstanding attention to detail, critical thinking, and a commitment to maintaining confidentiality.

What We Offer:

Join us and enjoy a YMCA-YWCA individual membership, 15 days of vacation, paid sick leave (per policy), and a cost-shared benefits package after completing the probationary period. Our benefits package includes:

- Health Care, Drug Plan, Dental, Vision, EAP
- Extended Health Care
- Life Insurance, LTD, and AD&D
- YMCA Canada Pension Plan (as per eligibility requirements)

What You'll Be Doing:

- **Payroll:** Ensuring the timely and accurate processing of bi-weekly pay runs; reviewing schedules, ensuring proper coding, proper approvals and correct calculations of hours to be paid.
- **Onboarding Assistance:** Tracking and coordinating new hire packages, offer letters, background checks, certifications, training records, entering new hire data into the payroll software program, and similar.
- **Employee Certification Compliance:** Monitoring to ensure compliance with certifications for existing employees, including criminal record checks, policy renewals, work permits and similar.

- **Recruitment Support:** Oversee job postings, including publishing postings to our website and other job boards, screening applications, assisting with recruitment activities, and responding to inquiries.
- **Benefit Administration:** Guide eligible employees through enrolment in group benefits and pension plans and respond to related inquiries.
- **Employee Support:** Respond to inquiries from staff regarding their pay, accessing their online payroll account, password resets, entitlements, government tax forms, and similar.
- **General Administration:** Provide administrative support to the Association Services department and perform other duties as assigned.

What You'll Need:

- **Education & Experience:** Payroll Compliance Professional (PCP) designation is preferred or a related field with a minimum of 2 years of relevant experience. An equivalent combination of education and experience will be considered. A strong interest in Payroll and HR is essential.
- **Team Collaboration:** Ability to work effectively within a team and build supportive relationships.
- **Attention to Detail:** Strong interpersonal and communication skills, sound judgment, confidentiality, and self-motivation.
- **Multitasking:** Ability to prioritize and manage multiple time-sensitive tasks efficiently.
- **Technical Skills:** Proficient in MS Office Suite (Word, Excel, Outlook, Teams) and experience with Avanti software is an asset.
- **Human Resources Experience:** Proficiency with HR processes is highly valued.
- **Background Check:** A clean Police/RCMP Criminal Record Check with Vulnerable Sector Screening is required (prior to start date – not required at the application stage).

To Apply:

Please send your cover letter and resume to:

Human Resources at Email: hr@vancouverislandy.ca

IMPORTANT APPLICATION INFORMATION:

- The deadline for applications is **Tuesday, April 15, 2025**.
- Applications will be short-listed for interviews as they are received
- Please mention how you heard about this position in your cover letter.
- We appreciate all applications, but only short-listed candidates will be contacted.

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