

Finance and Payroll Administrator – FT Contract Position

For over 60 years, Craigwood Youth Services has been a community mental health resource that creates opportunities for youth and their families to achieve more promising futures. We invite you to join our team, located in London, Ontario.

We are seeking a Finance and Payroll Administrator to provide finance and payroll support for the agency. The hours will be 40 per week, and the contract will be month to month. The estimated length of the contract is one year.

The successful candidate will have:

- Secondary School diploma with post-secondary education in a Business or Accounting program.
- Two years accounting work experience (preferred).
- Demonstrated competence in computerized software systems for accounting and payroll.
- Effective attention to detail and high degree of accuracy.
- High level of integrity, confidentiality, and accountability.
- Strong work ethic and positive team attitude.
- Sound analytical thinking, planning, prioritization and execution skills.
- Strong problem identification and problem resolution skills.
- Registration in an accredited accounting program (CGA, CMA, CA) (preferred).

Job Duties:

- Reviews and authorizes the processing of bi-weekly, monthly, and other payroll related payments
- Reviews government and other employee deductions, processes remittances
- Oversees the preparation and reconciliation of payroll year end documentation
- Processes accounts receivable
- Administrator of the agency pension plan
- Monthly reconciliation of balance sheet account
- Monthly journal entries

If successful, you must provide:

- Current Police Record
- Health assessment with current MMR, DPT and COVID-19 immunizations

Craigwood offers a competitive and comprehensive salary and benefit package. Interested candidates are invited to submit their resume and covering letter outlining key qualifications and experience in confidence to:

Craigwood Youth Services
Attn: Human Resources
E-mail: resumes@craigwood.on.ca
Subject Line: 202324001
Or via Fax: (519) 432-8964

In recognition of the diverse cultures and ethnic backgrounds in our community, Craigwood strives to uphold and support the Canadian Charter of Rights and Freedoms, The Canadian Multiculturalism Act and the Ontario Human Rights Code in creating an inclusive and diverse workspace. Craigwood welcomes applications from all qualified candidates. London is a designated community under the French Language Services Act so we encourage applicants fluent in both official languages. If you require a disability related accommodation in order to participate in the recruitment process please contact our Human Resources department at resumes@craigwood.on.ca