

## Employment Opportunity

# Accounting & Payroll Manager

Salary Range | \$50,000 - \$65,000

### Working at YWCA Banff

YWCA Banff is a community-based, feminist organization with over 100 years of experience in Banff and the Bow Valley. Governed by a volunteer Board of Directors, our organization shapes a safe, inclusive community that supports our vision of a thriving, equitable society. The YWCA is funded through grants, donor support and revenue from our social enterprise – the YWCA Banff Hotel. All employees play an instrumental role in realizing our organizational goals through their commitment to our strategic priorities. The primary role of the Accounting and Payroll Manager is to assist in preparing the annual budget, financial reports, accounting systems, payroll and maintaining accurate and current records. We have recently implemented an electronic Human Resource Information System (HRIS), and the Accounting and Payroll Manager will play a key role in successful transition of time and attendance and payroll activities into this system.

### A Day In the Life

Specific responsibilities include but are not limited to:

- Supports the Director of Finance managing the financial functions of the organization including grant reporting, management reporting, board reporting, and participation in budget process and year end audit, GST returns and TIF monitoring and annual returns.
- Complete designated month end procedures to have financials in state of readiness for monthly manager reporting
- Work with department managers and directors to improve knowledge of YWCA accounting systems and practices
- Assist the Director of Finance and contracted senior financial advisors to ensure a clean and timely yearend audit
- Ensures all financial reporting deadlines are met including requirements for CRA
- Assist the Director of Finance with the financial data required for successful project management and reporting on special projects
- Ensure all payroll data is entered and submitted into payroll and accounting software on time
- Manages input of updates to the fixed asset register
- Manages staff enrolment and exit from the Benefits and RRSP programs
- Responsible for the successful implementation of staff leave type accruals, anniversary dates, payroll function, RRSP, and Vacation % accruals into the HRIS

- Champion the scheduling, time and attendance and payroll components of the HRIS system providing support and training to all staff
- Assists managers and directors with contract and payroll enquires
- Tracks changes to Alberta labor standards and advises the Director of Finance of any changes and recommendations
- Review all invoices, accounts payable and credit cards ensure accuracy and timely payment
- Manages the input of information from property management system to the accounting software
- Reconcile information captured through the Donor management system and accounting system
- Manages the cash collection, reconciliation and deposit process
- Performs check runs on a weekly basis and attach correct invoices to checks for signing

## Qualifications & Experience

The ideal candidate offers:

- Excellent people skills and experience managing staff
- Understanding and support for the YWCA Banff mission and goals.
- An understanding of the social enterprise model and revenue management systems
- Solid understanding of Alberta human rights and current Alberta Labour laws
- Understanding of payroll and accounting software
- Technical Accounting and payroll knowledge

## Position Details

- The Accounting and Payroll Manager is a full-time, year-round position at 37.5 hours per week.
- Staff accommodation available at discounted rate of \$10.00/day

If you want work that will change lives, we want to meet you.

If you are interested in this role, please submit a cover letter and resume. For the full job description or to learn more about this opportunity please reach out to [jobs@ywcabanff.ca](mailto:jobs@ywcabanff.ca)

**Applications will be accepted until the position is filled.**

The YWCA offers a competitive benefits and compensation package with options for flexibility and encourages training and personal development for all employees.

YWCA Banff is committed to reflecting the diversity of our community and our field of work, in line with our commitment to building a thriving, equitable society for everyone. We celebrate diversity, recognizing it as both a strength and an advantage to our organization and community.

We encourage all qualified applicants to apply including women, persons with disabilities (seen and unseen), members of visible minorities, Indigenous Peoples, veterans, individuals of diverse gender and sexual orientation and all groups protected by the Human Rights Code.