



Job Posting: Accounting and Payroll Coordinator

Company: Community Living Glengarry Inc.

Location: 332 MacDonald Blvd., Alexandria, ON K2M 0G1

Position Type: Temporary Full-Time (13 months contract)

Anticipated Start Date: April 28, 2025

Hours: 35/week

Annual Salary: \$56,947.80

Benefits:

As a valued member of our team, you will enjoy the following benefits:

1. RRSP Contribution Plan
2. 3 Weeks' Vacation
3. Health & Dental Benefits
4. Wellness Days
5. Sick Hours

All benefits start from Day 1st

Application Deadline: April 2, 2025

About Us: Community Living Glengarry is a non-profit organization that provides a variety of services to people with intellectual disabilities. We are primarily funded by the Ministry of Children, Community and Social Services of Ontario.

Job Description: We are seeking an experienced and dedicated Accounts and Payroll Coordinator to join our finance team. Reporting to the Finance Manager, the Accounts and Payroll Coordinator will play a crucial role in ensuring the efficient and accurate maintenance of our financial and payroll processes, adhering to Generally Accepted Accounting Principles (GAAP). The successful candidate will be responsible for a variety of tasks, including accounting, payroll administration, and fostering a collaborative team environment.

Key Responsibilities:

1. Accounting:

- Complete monthly accountabilities checklist and submit it promptly to the Finance Manager.
- Assist in the analysis and audit of financial information, ensuring accurate data entry.
- Maintain meticulous financial records using accounting software.

- Prepare deposits, financial reports, and reconcile bank statements.
- Handle business transactions such as purchase orders, accounts payable, accounts receivable, and more.

2. Payroll:

- Support the Payroll Administrator in managing payroll for our workforce of approximately 100+ employees.
- Navigate the ADP Workforce payroll system proficiently.
- Address employee and management payroll inquiries and issues promptly and accurately.
- Ensure correct payroll deductions are applied and updated as necessary.
- Communicate payroll information effectively to employees.
- Oversee the completion of employee timecards and provide training support.
- Investigate and resolve payroll-related issues.
- Provide feedback for the development of payroll policies and procedures.

3. Collaborative Teamwork and Support:

- Foster a collaborative team environment and work effectively with colleagues within the organization.
- Share information proactively with team members regarding assignments, successes, issues, and ideas.
- Participate in setting goals, resolving problems, making decisions, and evaluating changes to enhance organizational effectiveness.

Qualifications:

Education and Experience:

- Post-secondary education in accounting, finance, or a related field.
- Minimum of two (2) years of relevant experience.
- Experience in automated payroll systems, preferably ADP.

Knowledge and Skills:

- Bilingual (French/English): this position requires achievement of language testing as per the Language Policy
- Strong mathematical and reasoning abilities.
- Proficiency in technology, including office productivity programs, databases, and accounting and payroll software (preferably Sage and ADP).

Competencies:

- Collaboration
- Creative problem solving and decision making
- Initiative
- Interpersonal Relations and Respect
- Planning and Organizing
- Flexibility
- Self-Control
- Service Orientation
- Values and Ethics

Values and Standards:

- Promoting Community Living Glengarry's values and beliefs
- Best practices in all aspects of the organization's work
- Person-centered planning
- Rights of persons with disabilities
- Legislative compliance
- Accountability culture
- High-performance environment
- Strong, positive relationships

Effort

- Manual dexterity and hand-eye coordination for long periods of data entry.
- Fatigue resulting from attention to detail (i.e. entering data and verifying calculations), and meeting accounting and payroll deadlines.
- Minimal physical demands such as sitting, walking, standing with reasonable freedom of movement; occasionally required to lift up to 10 kg (e.g., boxes of paper)

Working Conditions:

- Normal indoor office environment.
- Regular contact with individuals receiving support, employees, families, and volunteers.
- Occasional flexibility in working hours, including evenings and weekends.

Employment Conditions:

- Valid Ontario Driver's License and reliable transportation.
- Police Reference Check for the Vulnerable Sector.

If you are passionate about finance, payroll administration, and making a positive impact in the lives of individuals with intellectual disabilities, we encourage you to apply. Please submit your resume and a cover letter outlining your qualifications and relevant experience by April 2nd 2025 to hr@clglen.on.ca

Community Living Glengarry Inc. is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted.