



**Join Our  
Team!**



## Payroll & Benefits Coordinator

Association Services, People & Culture Team, 3550 Portage Avenue

For 140 years the YMCA-YWCA of Winnipeg has been at the heart of communities in Winnipeg – helping people of all backgrounds, ages and abilities live more rewarding lives. We have provided thousands of children and adults with programs and services dedicated to personal growth and community development.

We're an inclusive, charitable organization where we don't just strengthen individuals, we strengthen communities.

### The opportunity

Reporting to the Supervisor, Payroll & Benefits you will be responsible for hands-on delivery of payroll, benefits, pension, and administrative people services.

- ✓ Assist managers and supervisors with time & attendance processes
- ✓ Process bi-weekly payroll correctly and on time
- ✓ Reconciliation of accounts
- ✓ Administer pension and benefit plans
- ✓ Enter data into HRIS

### Are you the right fit?

- ✓ Thorough understanding of provincial payroll and Employment Standards regulations
- ✓ Strong communication and time management skills
- ✓ Strong database management and report writing skills
- ✓ Strong customer service orientation

### What else do you need?

- ✓ Payroll Compliance Professional (PCP) designation, experience will be considered in lieu of educational requirements
- ✓ Minimum 2 years' experience processing full cycle payroll
- ✓ Minimum 2 years' experience administering group insurance and pension plans
- ✓ Experience with time & attendance systems is an asset
- ✓ Experience with UGK is an asset

**If you want to work with great people and make a difference,  
then the Y is the place for you!**

*The YMCA-YWCA of Winnipeg is committed to providing a safe environment for children and vulnerable individuals. All applicants will be thoroughly screened through a review process including Police Record Checks with Vulnerable Sector Search and Child Abuse Registry Checks.*

*We thank you for your interest; however, only candidates selected for an interview will be contacted.*

**CANADA'S BEST  
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**Forbes  
2023**

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**Submit your cover letter  
and resume by 4:30 pm,  
May 31, 2023 to:**

Donna Bishop-Malapad,  
Manager, People Services

[WIN-resumes@ymanitoba.ca](mailto:WIN-resumes@ymanitoba.ca)

*The Y is committed to providing an inclusive environment where diversity is welcomed and encouraged.*

*If you require accommodation during any part of the recruitment or selection process, please don't hesitate to reach out. This includes providing you with alternate formats of this posting.*

