



**Join Our  
Team!**

**CANADA'S BEST  
EMPLOYERS**

**Forbes  
2023**

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## **Payroll & Benefits Supervisor**

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

### **The opportunity**

Reporting to the Manager, People Services, you will be responsible for the supervision and hands-on delivery of payroll, benefits, and employee pension services.

- ✓ Reconcile payroll and benefit accounts monthly
- ✓ Ensure legislative compliance and process government remittances
- ✓ Train users in the time & attendance system
- ✓ Analyze data, and prepare reports, summaries, and letters
- ✓ Support other roles on the People & Culture team as needed

### **Are you the right fit?**

- ✓ Expertise in payroll and CRA regulations
- ✓ Thorough understanding of total compensation programs
- ✓ Strong communication and time management skills
- ✓ Strong database management, data analysis, and report-writing skills
- ✓ Strong customer service orientation

### **What else do you need?**

- ✓ Payroll Leadership Professional (PLP) designation, experience will be considered in lieu of educational requirements
- ✓ Minimum 5 years' experience with full cycle payroll (T4s, PIER reports etc.)
- ✓ Minimum 5 years' experience administering benefit and pension plans
- ✓ Experience with UGK and supervising a team are assets

**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.*

**Submit your cover letter  
and resume by midnight,  
September 17, 2023 to:**

[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.*

