



The **Downtown Community Safety Partnership (DCSP)** is a made-in-Winnipeg approach to creating a safer and more welcoming downtown through the availability of cohesive support and non-emergency response to those in the community in need of support and assistance. The DCSP is committed to being a proactive downtown presence, providing prevention and outreach focused on long-term solutions, and to delivering a continuum of care that will help to effect significant change

Finance & Payroll Administrator – Part-Time (One Year Term)

Downtown Community Safety Partnership is looking for a Finance & Payroll Administrator (Part time) that will be responsible for processing a variety of financial transactions, including hourly and salaried employee payroll. The successful individual will be known for their ability to manage multiple priorities and deadlines. This role acts in accordance with the Core Guiding and Service Principles of DCSP and will be a passionate and driven individual, valuing diversity.

KEY RESPONSIBILITIES

FINANCE

- Prepare, process, and verify invoices.
- Administer account payables database.
- Manage vendor files and contracts.
- Process month-end and year-end report reconciliations.
- Prepare financials for board reports.
- Provide financial data to support funding applications.

PAYROLL

- Process bi-weekly payroll; Enters, maintains, and/or processes information in the payroll system.
- Maintain control in all areas of pay and employee benefits, reconciling accounts to various control documents and coordinating and integrating with accounting practices.
- Process year end payroll items such as: taxable benefits adjustments, T4's etc.
- Employee file maintenance

QUALIFICATIONS

- Minimum 3 years' experience in finance and payroll is required.
- Basic understanding of accounting cycle, journal entries, debits and credits would be an asset.
- Experience with Sage accounting software is an asset.
- Payroll processing experience is required. Experience with Payworks payroll software is an asset.
- Customer service experience with the ability to handle requests and enquiries in a courteous and timely manner while maintaining confidentiality and discretion.
- Ability to foster effective working relationships.
- Proven ability to maintain sensitive and highly confidential information.
- Proficiency with Microsoft Office Suite (Excel, Outlook, Word)
- Strong and effective communication skills (verbal and written)
- Self-starter with ability to work independently and function within the team
- Excellent organizational skills, strong attention to detail and problem-solving ability
- Experience working with non-profit organizations and/or in a start-up environment is an asset.



**Downtown Community
Safety Partnership**

ADDITIONAL INFORMATION

Hours of Work : 22.5 hours per week (3 weekdays) - onsite
Closing Date : November 4, 2022 or until position is filled
Salary : \$25-\$35 per hour dependent on experience

If you are passionate, compassionate, and driven to make a difference in your community, we invite you to apply to be a part of the DCSP's efforts to create a healthier, safer, and more connected downtown Winnipeg community.

To apply for this position, please email your resume and cover letter to dcsphr@dcsp.ca by November 4, 2022 with subject line – Finance & Payroll Admin Application

We thank all that apply, however, only candidates selected for an interview will be contacted.