



Women's
Health Clinic

JOB POSTING #2025-042

Internal / External Posting

Union: CUPE F

Posting Date: July 2, 2025

Posting Closed: July 23, 2025

Salary Range: \$28.932 to \$33.539 hour

Opportunity: Finance and Payroll Assistant

Site/Base Location: Women's Health Clinic Graham

Hours: 1.0 FTE / 40 hours per week

Shifts Required: Days, Monday to Friday

WHC promotes personal agency and believes that all people should be empowered to take care of their mental, emotional, sexual, physical and spiritual health and wellbeing. We offer sexual, reproductive, and mental health care and support for people of all genders. Our organizational values guide our work through an anti-racist, anti-oppressive, intersectional, feminist, harm reduction lens.

Position Summary:

This position is responsible and accountable for overseeing payroll and benefits management, supporting the financial reporting function, and assisting with payables and receivables management.

Requirements:

- Responsible for the full cycle of payroll management and benefits administration in accordance with all statutory regulations and Collective Agreements.
- Assist with the preparation and analysis of budget, month end financial reporting and analysis, preparation of audit files as requested.
- Assist with regular review of leases, contracts and financial commitments
- Provide support and oversight for the accounts payables and accounts receivable process and payment processing functions as requested
- Assist with orientation and training of various other staff as required.

Candidates must have:

- Diploma in bookkeeping, accounting, and/or business administration
- 1 to 2 years accounts payable and payroll experience or equivalent combination of education and experience
- Strong Excel, Microsoft Word and accounting/reporting software experience (e.g. Great Plains or similar)

Assets:

- Payroll Compliance Professional Certification or courses towards the certification
- Prior experience working in healthcare or non-profit setting

APPLICATION PROCESS:

- Required - Reference Job Posting #2025-042 in email subject line.
- Please submit your cover letter and resume to WHCHR@womenshealthclinic.org to apply
- To see the position description, please go to our website.

WHC is committed to the development of a staff team that reflects the diversity of the communities we serve. We strongly encourage persons who reflect the diversity of our clients to apply. We welcome and encourage applications from all women*, racialized and Indigenous people, people with disabilities, and members of the 2SLGBTQ* community. We invite applicants who can contribute to the mission, vision and values of WHC, and the achievement of its strategic plan through collaboration and teamwork.

We thank all applicants for their interest; however, we will only contact candidates we wish to interview.

**We use an inclusive definition of "women" and welcome Two-Spirit, genderqueer, trans and non-binary people to Women's Health Clinic. For more information on our programs and who we serve, <https://womenshealthclinic.org/>*