



South Coast Wellness

Addiction and Mental Health

76 Victoria St., Simcoe, ON N3Y 1L5
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110 Ramsey Dr., Dunnville, ON N1A 1K8

POSTING NUMBER: 2026-09	POSTING DATE: April 20, 2026	RATE OF PAY: \$27.60 to \$33.75
POSITION TITLE: Finance & Payroll Generalist	PROGRAM: Administration	POSITION STATUS: Full Time
REPORTS TO: Operations Manager	EMPLOYEE GROUP: Non-Union	HOURS OF WORK : 35/week
LOCATION: Haldimand and Norfolk		

South Coast Wellness is seeking a flexible and adaptable individual with a background in AP/AR and payroll. The Finance & Payroll Generalist will support key financial operations, managing full-cycle accounts payable and receivable, reconciling accounts, and maintaining accurate financial records; as well as working with our payroll service to ensure accurate coding to help minimize payroll errors. This role involves processing invoices, managing payments, resolving billing discrepancies and accurate recording of financial transactions. As the Finance & Payroll Generalist, you will establish performance standards and prepare various financial reports for leadership. This position requires a self-directed individual and decision maker within their delegated area of authority.

QUALIFICATIONS:

- A bachelor's degree or diploma in finance, accounting, business administration, economics, commerce or a related field (preferred)
- A minimum of 3 years' experience in accounting, bookkeeping or a similar role (AP/AR) and payroll processing.
- CPA designation would be an asset.
- Experience in accounting, auditing, budgeting, financial planning and analysis or other financial activities is considered an asset.
- Recent financial administration experience.
- A high degree of integrity and discretion due to exposure to confidential and/or politically sensitive information.
- Ability to adapt to competing demands, while demonstrating the highest level of customer service.
- Demonstrated ability to establish and maintain productive professional relationships.
- Ability to work independently and collaboratively as part of a multi-disciplinary team, in a fast paced and demanding environment to meet deadlines with constantly shifting priorities.
- Ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Demonstrated time management skills.
- Competency in accounting software (Sage Intacct) and standard corporate software (Microsoft Office – Word, Excel, Outlook), capabilities in data entries and searches
- Excellent interpersonal and organizational skills
- Strong time management skills and ability to communicate effectively
- Critical thinking and problem-solving skills
- Professional verbal and written communication skills
- Basic understanding of all relevant legislation including PHIPA

RESPONSIBILITIES: (included, but are not limited to)

- Review, verify, and post incoming vendor invoices daily.
- Process payments via ACH, wire transfer, and cheque.
- Reconcile monthly vendor statements and resolve discrepancies.
- Prepare and issue customer invoices accurately.
- Process incoming payments and apply cash to accounts.
- Reconcile AP/AR subledgers at the end of each month.
- Reconcile bank and credit card statements.
- Prepare financial reports for management review.
- Maintain organized digital and physical records.
- Assist with general bookkeeping, payroll, and audit preparations as needed.
- Develop and implement the financial policies, systems, and procedures of South Coast Wellness
- Update and maintain financial related information in required software.
- Maintain organized digital and physical records.
- Assist with general bookkeeping, payroll, and audit preparations as needed.
- Prepare &/or assist in the preparation of financial statements, summaries, and other cost-benefit analyses and financial management reports
- Notify and report to leadership concerning any trends that are critical to the organization's financial performance.
- Coordinates finance/payroll related tasks relating to new hires, transfers, terminations on timely basis to align with on-boarding/off-boarding timelines.
- Receive and organize communication, correspond with internal and external stakeholders, and advise and update staff on pertinent information while utilizing sound judgement skills and maintaining confidentiality.
- Embraces new challenges and has a diversity of skills that enable the ability to take on special projects.
- Other relevant duties as assigned.
- Input and maintain statistical information and general reports, ensuring accuracy and compliance with deadlines.
- Assist in orientation of new staff as required.

TO APPLY:

- Submit a cover letter and updated resume via email to resumes24@southcoastwellness.org
- All submissions must include the Posting Number and position title in the Email Subject line to be considered

POSTING CLOSING DATES:

Internal Candidates: April 29, 2026

External Candidates: Until Filled

*This job posting is for an existing
vacancy*

*All positions will comply and work in conjunction with the Mission, Vision, Goals and Objectives of South Coast
Wellness Addiction and Mental Health*

“Serving Haldimand and Norfolk Counties”

In order to ensure equal opportunities during the recruitment and selection process, South Coast Wellness provides accommodations for applicants with disabilities, upon request.

South Coast Wellness thanks all applicants for their interest.
Please note, only those selected for an interview will be contacted.