GREATER PHILADELPHIA YMCA
CAREER OPPORTUNITY

POSITION: Ceridian HRIS Administrator
SUPERVISOR: Chief Human Resources Officer
LOCATION: Association Office
STATUS: Full Time – Exempt

About the Greater Philadelphia YMCA:

Every team member at the Greater Philadelphia YMCA is guided by our principle of Connecting People to Healthier Lives. That connection with members and to each other is seen and felt across every department. As part of our team, you will have the opportunity to make a profound difference in a cause-driven organization, where social responsibility permeates the culture. As one of the largest YMCAs in the country, serving over 240,000 members and participants in 6 counties with 4,700 employees, we have the size and scope to make real and positive change in the communities we serve. This position supports the work of the YMCA, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility.

Position Purpose:

The Ceridian HRIS Administrator will act as the system administrator for the Ceridian Dayforce System while maintaining the HRIS applications and modules. This role will be responsible for maintaining the integrity and reliability of the entire function of the Ceridian Dayforce product. This position is a technical point of contact for internal and external stakeholders and assists subject matter experts with ensuring data integrity.

What you’ll do:

- Oversees and maintains optimal function of the HRIS, which may include installation, customization, development, maintenance, and upgrade to applications, systems, and modules.
- Provides technical support, troubleshooting, and guidance to HRIS users.
- Collaborates with executive leadership and HR staff to identify system improvements and enhancements; recommends and implements solutions.
- Manages permissions, access, personalization, and similar system operations and settings for HRIS users.
- Programs custom functions and documentation such as automated queries, filters, macros, and reports.
- Compiles or assists with the acquisition of complex data reports, summaries, and logs for senior executives and HR staff.

What you need to succeed:

- Thorough understanding of all areas of information systems with a highly technical understanding of at least one commercial HRIS product.
- Bachelor’s degree in Information Technology, Human Resources Management, Business Administration, or related field required.
- At least 5 years of experience with the Ceridian Dayforce Product required.
- At least 5-10 years of related experience.

Some benefits and perks of working at the Y:

Flexible work schedule, a free family membership, discounted programming, participation in the Y Retirement Fund, health and wellness benefits, and opportunities for continuing education and professional training and development.

How to apply:

Send your resume and cover letter to tyneeha.rivers@philaymca.org