



"We Care for What Really Matters!"



Invites Expressions of Interest for the Position of **Finance & Administrative Services Lead**

Full-Time Permanent Position

Guaranteed 35 Hours Per Week

Salary Range: \$35.00 - \$39.00 per hour

Group Benefit Package and Registered Retirement Savings Plan

Paid Time Off

Child Care Algoma is a non-profit agency dedicated to being a leader in providing quality programs which support healthy early childhood development. It is our vision to play a critical role in strengthening relationships with children and families that sets the foundation for healthy growth and development.

Child Care Algoma invites applications for the position of Finance & Administrative Services Lead. The Finance & Administrative Services Lead will report to the Manager of Finance and Information Systems and is responsible for overseeing and coordinating finance and administrative functions to ensure Child Care Algoma's services are delivered in an effective, efficient, and compliant manner.

We are currently hiring one full-time, permanent position to start as soon as possible. The successful candidate will report to 148 Dacey Road, Sault Ste. Marie, Ontario. The position comes with an hourly rate ranging from \$35.00 - \$39.00 CAD (starting wage will be determined based on education and experience), guaranteed 35 hours per week Monday-Friday, paid sick and vacation time, as well as a group benefit package and registered retirement savings plan.

Core Responsibilities:

- Provide oversight and direction for front-office administrative operations, including the handling of incoming telephone calls, mail distribution, and message coordination.
- Oversee the maintenance and organization of filing systems, ensuring accurate, timely, and compliant record management.
- Supervise the monitoring and management of office supplies, cleaning supplies, forms, and general informational materials to ensure adequate inventory levels are maintained.
- Ensure customer inquiries are responded to accurately and professionally, and that customers and members of the public are appropriately directed to relevant staff as required.
- Oversee the review, coding, and processing of customer invoices and payments, ensuring adherence to internal controls and financial procedures.
- Supervise the review, coding, and entry of vendor invoices for payment, ensuring adherence to internal controls and financial procedures.
- Oversee the preparation of accounts payable on a bi-monthly basis, ensuring deadlines, accuracy, and approvals are met.
- Provide oversight of bank deposit preparation and balancing activities, ensuring financial accuracy and proper reconciliation.
- Guide and support clerical and word processing functions, ensuring administrative standards and service levels are maintained.
- Perform additional related oversight duties as assigned by the Manager of Finance and Information Systems.

The Ideal Candidate will have:

- Diploma or degree in Accounting, Business Administration, Finance, or a related field, with demonstrated experience in financial administration. Completion of accounting certificate programs or coursework toward a professional accounting designation is considered an asset. An equivalent combination of relevant education and experience may be considered.
- Experience in financial administration and office operations
- Experience supervising or leading administrative or finance staff
- Knowledge of accounts payable, accounts receivable, payroll support, and general ledger processing
- Understanding of budgeting and expenditure monitoring
- Working knowledge of standard accounting practices and internal controls
- Proficiency with accounting software and Microsoft Office applications
- Knowledge of office administration systems and procedures
- Understanding of relevant legislation, funding requirements, and organizational policies
- WHMIS and Health and Safety Awareness
- Current Police Vulnerable Sector Check
- Medical assessment and current immunization record required from the successful candidate

Applicants are asked to submit an expression of interest letter and an updated resume to:

CHILD CARE ALGOMA HUMAN RESOURCE DEPARTMENT

Email: tbruno@childcarealgoma.ca

Expressions of interest and resumes will be accepted until 11:59pm on Sunday, March 15th, 2026. *Child Care Algoma reserves the right to begin interviews prior to the closing date and to keep the posting open until the position is filled.*

Child Care Algoma is an equal opportunity employer. We thank all applicants Child Care Algoma is an equal opportunity employer. We thank all applicants for their interest, however only those selected for an interview will be contacted. Should an applicant selected for an interview require any accommodations during the selection process please notify Human Resources at tbruno@childcarealgoma.ca.