



Invites Applications for the Position of **Supervisor of Finance**

Full Time Permanent Position
35 hours per week
Competitive Salary Range: \$36.00 – 39.50 per hour
Group Benefit Package
Registered Retirement Savings Plan

Duties and Responsibilities:

- Assist the Manager of Finance in the day-to-day operation and supervision of the Administration/Finance Department
- Provide support with the development and monitoring of the operating and capital budgets
- Assist with performing reconciliation of general ledger accounts
- Assist with preparing monthly transaction register and monthly income statements and other financial reports for funders
- Analyze financial statements and ensure accuracy and compliance with Generally Accepted Accounting Principles
- Participate in Financial Planning Activities

The Ideal Candidate will have:

- Bachelors degree specializing in accounting, finance, business administration or related field an asset; Designation in a recognized professional accounting designation (CPA, CA, CGA, or CMA) or in progress an asset
- Knowledge of Municipal and Provincial funding arrangements, protocols, and internal accounting policies an asset
- Knowledge and experience with Sage50 Quantum Accounting
- Proficiency with Microsoft Office; IT experience and knowledge an asset
- Effective Verbal and Listening Communication and Interpersonal Skills
- Effective Written, Planning, Organizational and Time Management Skills
- Current Vulnerable Sector Police Check
- Health Assessment and Current Immunization will be required from the successful candidate

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

Email: tbruno@childcarealgoma.ca

Expressions of interest/resumes will be accepted until Friday, December 2, 2022

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.