

Director of Corporate Services - Full Time Permanent

Department: Management, Non-Unionized
Reports to: Executive Director

Acting as the agency's Chief Financial Officer, the Director of Corporate Services manages the agency's financing and investing, budget development, interim financial reporting and interface with external auditors. In addition, and working closely with the Executive Director, the incumbent will manage Human Relations activities, ranging from recommendations for policy, hiring protocols, management of employee benefits' plans and pension, and participation in the negotiation of collective agreements. The successful candidate will work closely with the agency's other Directors, providing timely financial information for the delivery of agency programs, that is sensitive to the socio-economic environment of the agency's catchment area, sectors, and service deliverables.

Requirements/Qualifications:

- University Degree in Business Administration or Accounting with a recognized professional accounting designation (CPA-CMA, CPA-CGA CPA-CA),
- Minimum 5 year of business and accounting experience with at least 2 years in a supervisory role (preferably in a unionized environment),
- Experience with computerized accounting systems including SAGE 300 and spreadsheet software,
- Working experience implementing Human Resource practices,
- Ability to communicate effectively with a variety of individuals in a group both within and outside the Agency,
- The successful candidate must have exceptional attention to detail and accuracy and experience meeting deadlines, streamlining work processes, conflict resolution and working cooperatively. Candidates with a combination of some of the desired qualifications and a willingness to participate in a self-directed program of training satisfactory to the Agency will also be considered.
- Valid driver's licence, reliable vehicle, clear VSS, insurable driver's abstract, current First Aid and CPR certification are all required and conditions of hire.

Please forward application with updated resume to:

Denise Leblanc
Executive Programs' Assistant
Manitoulin Family Resources
dleblanc@mfresources.net

Application deadline: Posted until Filled

Manitoulin Family Resources welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their submissions, only those selected for an interview will be contacted.