

## **Financial Administrator Manitoulin Family Resources**

Manitoulin Family Resources requires a Financial Administrator to join their management team. The ideal applicant will have a solid grasp of financial management in a non-profit environment, and an understanding of community needs. Reporting directly to the Executive Directors, the successful candidate will oversee the finance department while managing the agency's financial budget in excess of \$3.5M. The Financial Administrator will work closely with all members of the management team in order to provide timely and accurate reporting to a variety of funders, including MCCSS, Ontario Health, and the District Services Board.

### **The successful candidate will have:**

- 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,
- Ability to communicate effectively with a variety of individuals in a group both within and outside the Agency,
- Exceptional attention to detail and accuracy and experience meeting deadlines, streaming 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.
- Experience in effectively managing diverse departments, and in financial planning and accountability in the public sector
- Demonstrated ability to compile and ensure accurate and timely reporting and organizational access to financial information and best practices to best participate in and support organizational decision-making, business functions and strategic planning.
- 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.

A comprehensive benefits' and vacation package is extended to all full time positions. An adaptive work model that meets the needs of both the employee and the organization can be considered. This position is part of the management team of MFR and outside the bargaining unit, reporting directly to the Executive Directors.

### **Please forward application, including cover letter and updated resume, to:**

Denise Leblanc  
Executive Programs' Assistant  
Manitoulin Family Resources  
[dleblanc@mfresources.net](mailto:dleblanc@mfresources.net)

**Closing date: Friday, December 02, 2022 at 4:00 p.m.**

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 acknowledged.*



**Manitoulin**  
Family Resources

**P.O. Box 181 Mindemoya, ON P0P 1S0**  
**t: 705.368.3400**