

Senior Financial Coordinator

Finance

Full-Time Permanent - 35 Hours / Week (Monday-Friday)

Location: Town of Parry Sound

Salary: \$72,502.84 annually

Employment with the District of Parry Sound Social Services Administration Board offers an opportunity to make a positive contribution to our communities. Providing caring human services, we are a forward-thinking organization focused on continuous improvement, employee growth and development, and providing exceptional service.

We are seeking a **Senior Financial Coordinator** with our Finance Department. Under the direction of the CFO, the Senior Financial Coordinator will oversee various critical corporate finance deliverables including the annual audit, annual insurance renewal, risk management, asset management and inventory management.

Qualifications Include:

- Completion of a post secondary education or diploma in Accounting or Business Administration or an equivalent combination of education, training, and program-related experience.
- Completion of a recognized accounting designation is preferred.
- Minimum three years of advanced financial experience.
- Experience in the public sector preferred.
- Experience with large Non-Profit ERP systems such as Financial Edge, Tardi, and Citywide budgeting software is an asset.
- Knowledge of GAAP (generally accepted accounting principles), budgetary practices and processes, government accounting and auditing practices.
- Advanced knowledge and experience in computerized spreadsheets, accounting, and database applications, with the ability to create and maintain accounting spreadsheets.
- Excellent communication troubleshooting and organizational skills.
- Ability to work under strict time constraints and to prepare accurate and timely financial information within targeted deadlines.
- Skilful knowledge of computerized Financial Information System(s), spreadsheets, financial programs, and word processing.
- Must be able to work independently and work effectively with a variety of individuals and groups, including all staff members.
- Ability to maintain a high degree of accuracy and confidentiality in reporting and managing financial information.
- Strong research, analytical and problem-solving skills.
- Access to the use of a reliable vehicle when required.

District of Parry Sound



Social Services
Administration Board

Responsibilities Include (partial list):

- Assist in the preparation of budgets and year-end financial statements.
- Oversee internal audit activities and the annual audit for complete account analyses and inspection/review of financial records and function as liaison with external auditors at year-end.
- Research, analyze, and retrieve financial data to prepare accurate reports summarizing the results of the analysis.
- Examine accounting data for accuracy and appropriateness.
- Oversee and manage insurance coverage for the DSSAB, Local Housing Corporation and The Non-Profit for Almaguin Housing Inc (NOAH).
- Oversee all inventory and asset management.
- Prepare written reports on financial issues as requested by the CFO.

(A full copy of the job description, including full qualifications and responsibilities, is available upon request from: jobs@psdssab.org)

We are proud to offer the following to our permanent employees:

OMERS Pension Plan
Paid Time off (including sick time and vacation)
Employee Assistance Program
Professional Development Opportunities
Hybrid Work Options Available

Please submit a cover letter & resume referencing job ID 24N-05 by July 18, 2024

**Attn: Danielle Villeneuve, CHRP
Director of Human Resources**

1 Beechwood Drive
Parry Sound, ON P2A 1J2
Fax: (705) 751-5370
Email: jobs@psdssab.org

We thank all applicants for their interest in this position, however only those receiving an interview will be contacted.

The DSSAB welcomes and encourages candidates from First Nations, Métis and Inuit, racialized and LGBTQ2S+ communities, women, and people with disabilities. The DSSAB is committed to providing accommodation for people with disabilities. Upon request by the applicant, accommodation will be provided in all parts of the hiring process. As a designated employer under the French Language Services Act, we are committed to providing clients with access to our programs and services in French. Bilingualism is considered an asset for all positions.