



PAYUKOTAYNO

James and Hudson Bay Family Services

POSITION TITLE	Finance Supervisor
DEPARTMENT	Finance
REPORTS TO	Business Manager
CLASSIFICATION	Permanent, Full-time
LOCATION	Moose Factory, ON
POSTING DATE	January 6, 2023
CLOSING DATE	January 20, 2023 at 4:30 p.m.
COMPETITION NUMBER	08-23

POSITION RESPONSIBILITIES:

Under limited supervision, provides assistance in the financial reporting of all programs. Under general supervision, provides leadership in the finance department in the management of the financial area and accounting system under the direction of the Business Manager. To ensure that all finance team members are adequately trained, supervised and supported in carrying out their assigned duties and responsibilities

QUALIFICATIONS:

- Community college diploma in Accounting and/or Business Administration and/or at least 3 years in a supervisory position in a financial department/area
- Demonstrated experience in accounting systems, variance analysis and reporting for a non-profit organization.
- Knowledge and ability to work proficiently with computer software in accounting, database and worksheet capabilities.
- Experience in reviewing and maintaining financial administration policies, procedures and documents.
- Knowledge of the Cree language would be an asset.
- Ability to maintain confidentiality.
- Knowledge of payroll processes for accounting systems
- Strong interpersonal and communications skills
- Excellent organizational skills and demonstrated ability to set priorities and work effectively under pressure
- Demonstrates knowledge and understanding of financial accountability and liability
- COVID-19 Proof of Vaccination is mandatory

SALARY RANGE: As per Management Support Salary Grid

SUBMIT COVER LETTER, RESUME AND THREE (3) WORK REFERENCES, WITH EMAIL ADDRESSES, AND PERMISSION TO CONTACT, TO:

Director of Human Resources
 Payukotayno: James & Hudson Bay Family Services
 P.O. Box 189, Moosonee, ON P0L 1Y0
 Fax: (844) 444-0627 E-mail: hr@payukotayno.ca

ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.