



# PAYUKOTAYNO

## James and Hudson Bay Family Services

<b>POSITION TITLE</b>	Finance Supervisor
<b>DEPARTMENT</b>	Finance
<b>REPORTS TO</b>	Finance Manager
<b>CLASSIFICATION</b>	Permanent, Full-time
<b>LOCATION</b>	Moosonee/Moose Factory, ON
<b>POSTING DATE</b>	April 12, 2024
<b>CLOSING DATE</b>	April 26, 2024 @ 4:30 pm
<b>COMPETITION NUMBER</b>	73-24

### POSITION SUMMARY:

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 Finance Manager. To ensure that all finance team members are adequately trained, supervised, and supported in carrying out their assigned duties and responsibilities.

### QUALIFICATIONS:

- 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.
- Valid Class "G" driver's license and COVID-19 Proof of Vaccinations are mandatory
- 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.

**SALARY:** As per Middle Management Salary Grid and excellent Fringe Benefits Package.

Job Description is available by emailing [hr@payukotayno.ca](mailto:hr@payukotayno.ca)

**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](mailto:hr@payukotayno.ca)

**ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.**

We are an equal opportunity Employer. If you require a disability related accommodation to participate in the recruitment process, please contact the Human Resources Department