

FULL TIME FINANCE OFFICER

We are adding a talented individual to our finance team! Community Living North Bay is a growing, and exciting organization that supports individuals with an intellectual disability and their families in our community. The Finance Officer reports to the Director of Corporate Services and is responsible for maintaining complete and accurate accounting records. This includes payroll processing and related functions.

ARE YOU THE RIGHT PERSON?

- You have experience in payroll processing
- You have an accounting diploma and/or payroll certificate (or related discipline)
- You have 1-2 years' experience in an electronic accounting environment.
- You have proficiency with Sage and Excel
- Your organization and data entry skills are superior
- You can work independently and have excellent time management skills

NICE TO HAVES BUT NOT REQUIRED (WE WILL TRAIN YOU)

- You have experience with financial statements

EXTRA NICE TO HAVE!

- You are bilingual French/English

SALARY: \$55,973 - \$61,920 per annum plus benefits and pension

SCHEDULE: Monday – Friday 37.5 hours

SEND RESUME BY: **APRIL 19th, 2024**
TO: **File # NB-24-0004**
Community Living North Bay
741 Wallace Road
North Bay, ON P1A 0E6 or email
hcheduling@communitylivingnorthbay.org

Community Living North Bay is committed to creating a culture of equity, diversity and inclusion across our organization. Community Living North Bay offers accommodation for applicants with disabilities in its recruitment processes. Should you require accommodations we will work with you to meet your needs.

We thank those who submit an application, and advise that only those who are chosen for an interview will receive a reply.