



**Canadian Mental
Health Association**
Muskoka - Parry Sound

**Addictions and
Mental Health Services**

INTERNAL/EXTERNAL POSTING: OPEN UNTIL FILLED

NEW FUNDING – NEW POSITION

FINANCE OFFICER

Hours of Work: 28 hours per week

Job Status: Permanent

Base office: Bracebridge

Competition #: 24-22

Purpose of the Position: To maintain financial records, record accounts payable and accounts receivable, complete payroll, prepare, monitor, and maintain annual budgets and monthly financial statements and projections; and prepare reports and other financial and non-financial information to aid decision-making to meet the requirements of the Agency.

Education and Qualifications:

- Post-secondary education in a relevant program with a minimum of two years related experience in accounting and bookkeeping.
- Minimum CPA Payroll Compliance Practitioner (PCP) (working towards Certified Payroll Manager [CPM] designation) and a minimum two years' experience in payroll practices, regulations, and legislation
- Advanced computer skills, experience and working knowledge of Excel, Word and other Microsoft programs and working knowledge of Great Plains and QHR Net.
- Understanding of the mental health and addictions sector an asset.
- Manage internal and external relationships to have and demonstrate empathy and compassion, to be aware of emotional intelligence, conflict resolution, and the understanding of the feelings, ideas and beliefs of others.
- Ability to communicate effectively, both orally and in writing.
- Ability to use and learn new technology (computers, software programs, phones, printers/scanners, alarm/security systems, etc.).
- May be required to transport staff and/or clients of the Agency and therefore you are to hold a valid Ontario G or G2 driver's license, have a reliable means of transportation and appropriate insurance for work purposes on your vehicle with a minimum of \$1,000,000 in liability coverage.

Salary scale: \$28.41 – \$37.20 per hour commensurate with qualifications and experience

Benefits include Comprehensive benefit plan and enrollment in a Registered Retirement plan with HOOPP where contributions start on date of hire.

Please note that we are a scent-free organization.

You are invited to submit your application by **quoting competition number 24-22** to:

**The Hiring Committee
Canadian Mental Health Association, Muskoka-Parry Sound Branch
173-202 Manitoba Street**

Bracebridge, Ontario P1L 1S3

Telephone (705) 645-2262 Fax (705) 645-7473 E-mail: jobs@cmhamps.ca

Please note: CMHAMPS is committed to achieving 100% compliance with its COVID-19 Vaccine Policy. Eligibility for new employment with the CMHAMPS is full vaccination against COVID-19 prior to commencing employment or documentation of accommodation obligations pursuant to the Ontario Human Rights Code or a medical exemption from a primary care or specialist health care provider resulting in a non-vaccination status.

To be considered fully vaccinated, an individual must have received the full series of a COVID-19 vaccine, or a combination of COVID-19 vaccines approved by the World Health Organization (e.g. two doses of a two-dose vaccine series or one dose of a single-dose vaccine series) and received the final dose of the COVID-19 vaccine at least 14 days prior to commencement of employment.

Canadian Mental Health Association Muskoka – Parry Sound (CMHAMPS) is an equal opportunity employer and we value the importance of diversity, dignity and worth of every individual in the workplace.

Qualified consumers/survivors and/or family members are encouraged to apply

We retain all applications submitted for one year after the closing date of this posting for consideration in any future postings.

As part of our commitment to Accessibility, if you wish this information in a different format, please contact our office at 705-645-2262 or email feedback@cmhamps.ca.

If you are contacted regarding a job opportunity, please let us know prior to the interview if you require accommodation.

We thank all applicants but only those selected for an interview will be contacted.