

# Finance and Administration Officer

## Position Description:

Reporting to the Director of Administration and Finance, the Finance and Administration Officer is responsible for the organization's full spectrum of accounting transactions, including payroll, accounts receivable and payable, and financial reporting, adhering to established policies, accounting standards, and CRA regulations.

The incumbent will oversee office administration functions across the organization, providing supervision for administrative staff and delivering comprehensive support of daily operations, including building services and IT needs. The successful candidate will be a highly organized and detail-oriented professional with proven experience in financial administration and office management.

## Required Qualifications:

- Diploma in a two-year post-secondary administrative or accounting program, with 3 to 5 years of relevant experience, or equivalent.
- Proficiency in accounting software (e.g., QuickBooks, SAGE) and Microsoft Office Suite;
- Working towards achieving a Finance and Accounting designation considered an asset, but not required.
- Payroll experience preferred.
- Knowledge and demonstrable experience of key components within spreadsheets and databases, as well as the capacity to learn new software.
- Excellent time management, organizational, analytical, communication, and problem solving skills.
- Strong attention to detail; high degree of confidentiality and sensitivity.
- Strong interpersonal skills, with the ability to work effectively and use good judgment with co-workers and all MAHCP constituents.

## Compensation:

- Out of scope.

**Deadline to apply: Friday, March 28 at 4 p.m.**

Submit applications to [careers@mahcp.ca](mailto:careers@mahcp.ca)