



# CHILDREN'S AID SOCIETY OF ALGOMA

**Requires a**

## **Permanent Finance Coordinator – Payroll Specialist**

The Children's Aid Society of Algoma requires a Finance Coordinator – Payroll Specialist. Reporting to the Manager of Finance the primary responsibilities include payroll and general accounting duties.

### Qualifications:

- Minimum education: College Diploma in Accounting or Finance
- Payroll Compliance Practitioner designation considered an asset
- Able to work within guidelines set by Canada Revenue Agency, Employment Standards Act, Pension Benefits Act and Collective Agreement
- Possess strong skills and knowledge of payroll, pension and accounting
- Advanced skills in spreadsheet and word processing applications and computerized accounting systems
- Strong understanding of journals, general ledgers, journal entries in an automated environment
- Experience with ACCPAC/Sage software would be an asset
- High level of attention to detail and accuracy in data entry
- Possess the ability to work well in a team atmosphere
- Five years relevant experience
- Must possess a valid driver's licence
- Bilingualism is an asset
- Satisfactory Vulnerable Sector Check

In return, the Society offers:

- a supportive work environment where innovation and teamwork are encouraged;
- a genuine opportunity for enhanced professional training;
- a superior benefits and vacation package.
- salary range \$44,765 - \$55,024 per annum

Only short-listed applicants will be contacted by telephone.

*We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department*

Please send your resumé to:  
Human Resources Department  
Children's Aid Society of Algoma  
191 Northern Avenue East Sault Ste. Marie, Ontario P6B 4H8  
[sdelbosco@algomacas.org](mailto:sdelbosco@algomacas.org)  
[www.algomacas.org](http://www.algomacas.org)

Telephone: (705) 949-0162, Ext. 283

Fax: (705) 949-4747

Closing Date: November 24 2017