



PAYUKOTAYNO

James and Hudson Bay Family Services

HEAD OFFICE:

FINANCE

48 Jaban Street, P.O Box 209

MOOSE FACTORY, Ontario P0L 1W0

1(705)658-4471 Fax # 1(705)658-4491

ADMINISTRATION:

50 Bay Road, P.O Box 189

MOOSONEE, Ontario P0L 1Y0

1(705)336-2229 Fax # 1(705)336-2492

1-866-615-1681

EMPLOYMENT OPPORTUNITY

POSITION: Finance Supervisor

CLASSIFICATION: Full-time, Permanent

LOCATION: Moose Factory ON

POSITION RESPONSIBILITIES:

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 Business Manager. The Finance Supervisor will 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
- 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
- Experience in reviewing and maintaining financial administration policies, procedures and documents
- Knowledge of payroll processes for accounting systems
- Excellent organizational, written and communication skills and demonstrated ability to set priorities and work effectively under pressure.
- Ability to speak Cree is an asset
- Valid Class G Driver's License is mandatory

SALARY RANGE: As per Middle Managers' Grid

CLOSING DATE: Monday, January 27, 2020 @ 4:30 p.m.

SUBMIT RESUME AND THREE (3) WORK REFERENCES, WITH EMAIL ADDRESSES, AND PERMISSION TO CONTACT, QUOTING COMPETITION #06-20, TO:

Director of Human Resources
Payukotayno: James & Hudson Bay Family Services
P.O. Box 189 Moosonee, ON P0L 1Y0
Fax: (705)999-4940 Email: 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 in order to participate in the recruitment process, please contact the Human Resources Department.

Please note that preference may be given to qualified Cree speaking applicants in our hiring process.

Clinical Unit
P.O Box 189
Moosonee, ON.

P0L 1Y0
Ph: #705-336-0058
Fx: #705-336-0062

Niska Way Office
P.O Box 209
Moose Factory,
ON.

P0L 1W0
Ph: #705-658-2701
Fx: #705-658-2702

Fort Albany Office
P.O Box 123
Fort Albany, ON.

P0L 1H0
Ph: #705-278-4856
Fx: #705-278-4854

Kashechewan Office
P.O Box 241
Kashechewan, ON.

P0L 1S0
Ph: #705-275-4535
Fx: #705-275-1155

Attawapiskat Office
Gen. Del.
Attawapiskat, ON.

P0L 1A0
Ph: #705-997-2271
Fx: #705-997-2299

Peawanuck Office
P.O Box 64
Peawanuck, ON.

P0L 2H0
Ph: #705-473-2663
Fx: #705-473-2664