

Finance Coordinator

Community Living Upper Ottawa Valley (CLUOV) is a dynamic, innovative organization that supports local adults with developmental disabilities. Our vision is to assist in building an inclusive community, where individuals with developmental disability are included in community life. The support we provide to individuals includes: assistance with employment, day supports, housing and independent living, community supports and respite care. The individuals connected to Community Living are between the ages of 18 and 70.

We are currently recruiting for a permanent full time Finance Coordinator to join our team.

Specific duties include maintaining a complete set of financial records, preparation of financial statements, government reporting, payroll management and property management.

Qualifications

- Business degree in accounting or finance
- Five years of professional accounting and data processing experience; supervisory experience is preferred
- Knowledge of accounting principles and G/L systems, experience in processing accounts receivable, accounts payable, payroll, bank reconciliations, and monthly finance reports
- Proficiency with Simply Accounting, Excel, Outlook and Word
- Good knowledge of technology
- Strong analytical proficiency
- High attention to detail
- Ability to manage multiple objectives
- Excellent communication skills with the ability to establish good relationships and effectively and clearly communicate with all levels
- Ability to meet established deadlines with a high level of accuracy
- Ability to work independently
- Valid driver's license

Additional Information

Community Living Upper Ottawa Valley provides meaningful employment to over 130 people in both part-time and full-time capacities. We are a significant employer in the community and we appreciate the people who choose to work with us. For our employees, we offer competitive wages, starting two weeks of vacation, a very generous benefits package (OMERS pension plan, dental, health, etc.) and a supportive work environment from colleagues to key management roles. We also provide access to third-party, unlimited counselling services for employees and their family members at no charge. This is a positive and collaborative CUPE unionized workplace.

Community Living Upper Ottawa Valley is committed to developing an inclusive, barrier-free selection process and work environment. If contacted in relation to the selection process, please advise Human Resources of accommodation needs to enable you to be assessed in a fair and equitable manner.

The salary for this position is \$33.11 per hour. Please send résumés by January 8, 2018.

Please send your resume to Grace Brum, Human Resources Coordinator at gbrum@cluov.ca