

Finance and Office Administrator

Employer: Waterfront Child Development Centre Inc.
Posted: 1 months ago
ES Job ID: 15384
Sector(s): Other
Closing Date: April 05, 2024
Location: Sault Ste. Marie
Duration: Full Time

Job Description:

Finance and Office Administrator

Location: Sault Ste. Marie, ON

Assignment: Permanent 8:00-4:30

Pay rate: Based on experience, benefits include dental, health, disability.

Start Date: ASAP

Job Summary:

Reporting to the Supervisor, the finance and office administrator is responsible for all financial and accounting functions for the organization. This position is responsible for all accounts payable and receivable functions, processing payroll, completing monthly and annual financials, government filings, and other duties as required. The desired candidate should be highly self motivated and have strong organization and communication skills.

Required Tasks include:

- Record all financial transactions for the organization
- Complete bi-weekly payroll and all associated government and legal filings
- Complete bi-weekly invoicing and accounts receivable collections
- Prepare monthly financial statements and attend monthly board meetings
- Complete month end close out and reconciliation process
- Assist supervisor with annual budget process
- Complete monthly bank reconciliations
- Track and reconcile funding allotments and associated expenditures
- Ability to set up new systems and office equipment
- Answer phones and door as needed
- Complete all necessary reporting to stakeholders on an as-needed basis
- Other duties as assigned

Required Skills:

- Post secondary Diploma in bookkeeping or accounting
- Minimum three years previous experience in a similar role
- Excellent communication and administration skills
- Strong knowledge of MS Office, Excel, and Sage 50
- Exceptional organization and time management skills
- Ability to meet all assigned deadlines
- Demonstrated analytical abilities
- Ability to read, analyze and understand financial statements
- Knowledge of payroll and other government related filing requirements
- Must be willing to work in a multi-tasking and team working environment.



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How to Apply:

Please send your resume to:
Waterfront Child Development Centre, Inc.
Attention: Sarah Walls
wcdcsupervisor@outlook.com

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