



**Canadian Mental
Health Association**
Niagara
Mental health for all

JOB POSTING # 83

Position Title:	<u>Finance Assistant</u>	Vacancies:	<u>1</u>
Workgroup:	<u>Finance & Information Systems</u>	Posting Date:	<u>July 29 – August 4, 2021</u>
Status:	<u>Full-time</u>	Start Date/ End Date:	<u>August 16, 2021</u>
Hours:	<u>35-hours per week</u>	Salary Range:	<u>\$23.46 - \$31.28 per hour</u>

About CMHA Niagara

CMHA, Niagara is a non-profit, charitable organization committed to promoting mental wellness and to improving the lives of people in its service area who have mental illness as well as their families. CMHA Niagara achieves its mission through a number of programs and services.

CMHA, Niagara is committed to a recovery philosophy which focuses on the potential for people with mental illness to lead full, productive and engaged lives in their communities. The Branch works in partnership with many others who share in the commitment to supporting the broad determinants of health.

Position Summary

The Finance Assistant coordinates and implements the administration and financial day to day activities for the Branch, Leadership, Board of Directors, and other agencies supported and funding agencies.

Job Functions

- Prepares monthly, quarterly and annual financial statements and special reports for review by Management and Board including month end reconciliations, variance to budget analysis and quarterly forecasts for agencies supported
- Prepares payroll and other related information for all agencies supported
- Reconciles benefit banks for annual and periodic changes
- Assists with statistical collection, analysis and reporting for all agencies supported
- Provides assistance with Accounts Payable, Accounts Receivable and General Ledger transaction processing for all agencies supported
- Responsible for annual and periodic updates to system, report design and budget/targets updates
- Prepares mandatory reporting to Funding Agencies for all agencies supported
- Contributes to the preparation of funding submissions
- Prepares mandatory Government reporting for all agencies supported
- Supports the preparation for and attends all systems and annual audits for all agencies supported
- Accountable for other accounting, financial and administrative support as required to the Agency and Board of Directors

Job Requirements

- Successful completion of a university undergraduate degree program in the Business Administration/Accounting field or accredited community college diploma in Business Administration/Accounting field.
- 2 -3 years of employment experience in a relevant field including experience in not-for-profit setting
- Canadian Payroll Association certifications or working toward CPA certifications is an asset
- Demonstrated proficiency in Microsoft Office components such as Excel, Word, Outlook, Publisher and PowerPoint
- Well-developed professional skills in written and verbal communication and organizational skills
- Working knowledge of Human Resources and Payroll processing
- Self-managed, demonstrated initiative, ability to productively multi-task and meet expected deadlines with desired results
- Experience using GP Dynamics and Quadrant Workforce is an asset
- Certified in the following safety courses: Safety Care, First Aid/ CPR, and Safe Talk would be considered an asset
- Satisfactory Vulnerable Sector Screening (Police Check)
- Access to a reliable personal vehicle
- Current valid class 'G' driver's license
- Bilingualism would be an asset

CMHA Niagara is a culturally competent organization and is committed to building an inclusive community that respects the dignity and independence of candidates with multicultural and diverse backgrounds, multilingual abilities, and experience with the LGBTQ2 community. Candidates with a multicultural and/or diverse background would be considered an asset.

CMHA Niagara is committed to providing accommodation for persons with disabilities. Please see the AODA section of our website at, www.cmhaniagara.ca for further details or contact our Human Resources department for any information in an alternate format.

If you are interested in applying for this position, it is your responsibility to ensure your application is received by Human Resources no later than 4:00 p.m. on August 4, 2021.

Email: hr@cmhaniagara.ca

Please insert **#83 Finance Assistant and your full name** into the subject line.

Our Mission

Our purpose is to strengthen mental wellness in the Niagara community.

Our Vision

A Niagara where mental health is recognized, supported and optimized.

Our Values

Service Respect Integrity Teamwork Competency