



MOOSE FACTORY ISLAND DISTRICT SCHOOL AREA BOARD

BOARD OFFICE

22 Jonathan Cheechoo Drive
PO Box: 160
Moose Factory, ON.
P0L - 1W0
Tel: (705) 658-4571
Fax: (705) 658-4768
Website: www.mfidsab.ca

MINISTIK SCHOOL

9 Horden Street
Tel: (705) 658-4535
Fax: (705) 658-4024

MINISTIK GARAGE/MAINTENANCE

Tel: (705) 658-4351
Mobile: (705) 336-8692

EMPLOYMENT OPPORTUNITY

FINANCE OFFICER

Competition # 25-23B

POSITION PROFILE:

Under the direct supervision of the Business Administrator & Treasurer, the Finance Officer is responsible for providing financial accounting and administrative services to ensure effective, efficient, accurate and transparent management of the Boards finances including implementation and maintenance of the general ledger, accounts receivable, accounts payable; prepares monthly bank reconciliations; provides financial reports and maintains internal databases as required. Creates and ensures all accounts receivables, accounts payables and payroll files are updated and maintained; ensures all financial transactions are accurately coded; assists with annual financial audit; ensures implementation of an effective internal control system for purchase orders; assists with implementation and adherence to Board approved financial management policies and procedures; assists with administrative and office support services including answering phone, greeting visitors, incoming and outgoing mail, purchasing, shipping and receiving. Performs other related duties as required.

QUALIFICATIONS:

- Post-Secondary Diploma in Business Administration, Accounting or a combination of relevant training and a minimum of three (3) years work experience in accounting/finance
- Good working knowledge and experience in Sage 300 ERP – General Ledger, Accounts Payable, Accounts Receivable; and with PayDirt Payroll Software
- Proficient knowledge of generally accepted accounting principles (GAAP)
- Proficient knowledge in the administration of payroll and employee pension & benefits
- Excellent interpersonal, tact and communication skills – both verbal and written
- Excellent analytical, problem solving and decision-making skills
- Proven time management, organization, and ability to work in a team environment or alone.
- Computer literate including effective working knowledge of Microsoft Office 365 Software: Excel, Word, PowerPoint, MS Teams & Outlook
- Ability to maintain a high degree of confidentiality and discretion concerning financial & human resources information.
- Ability to create effective office procedures, systems and objectives
- Ability to maintain a high degree of accuracy in work to ensure data integrity.
- Possess a valid driver's license – Class G

SALARY: To commensurate education & experience.

DURATION: Permanent Position, upon successful completion of probationary period.

CLOSING DATE: **Wednesday February 26th, 2025, at 4:00PM.**

Applicants must have a current (within six months of start date) Criminal Record Check with VSS or proof of receiving one. Interested applicants are invited to submit their Letter of Application (Cover Letter), Resumé and three (3) most recent work-related references, with permission to contact, to:

MR. NATHAN BECK – BUSINESS ADMINISTRATOR & TREASURER

Email: nathan.beck@mfidsab.ca | Fax: (705) 658-4768

Job description available upon request.

Applicants are thanked in advance for their interest in this position however, only those who have been scheduled for an interview will be contacted.

We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. MFIDSAB is committed to equity and inclusion in the recruitment and hiring of qualified staff who reflect the diversity of residents in the province of Ontario. We encourage submissions from candidates who represent the various dimensions of diversity.

Posted: February 11, 2025