

May 31th, 2024

Full-Time Administrative Services Manager

Job Summary

Community Living-Stormont County is a dynamic and innovative organization committed to providing exceptional services to adults with a developmental disability.

The Administrative Services Manager is responsible for managing the financial health of the agency. Overseeing the agency's financial operations, developing financial strategies and ensuring compliance with financial regulations, standards of the Ministry of Children, Community and Social Services and the province of Ontario.

We are looking for a dedicated, knowledgeable and committed Administrative Services Manager to join our Management Team and to contribute to our mission of financial excellence. The position will work under the direction of the Executive Director.

Job Description

This position provides leadership in the development and implementation of agency-wide systems for financial management, property management and administrative activities while ensuring that the agency meets all applicable legislative requirements.

The responsibilities include coordination, management, and control of all financial related activities including business planning, operating and capital budgeting, design and implementation and forecasting. Accountability for the use and allocation of financial resources, internal controls, and an effective financial system including the annual external audits. Also responsible to oversee the financial department including payroll, accounts payable, reception, coordinate and administers agency insurance policies.

Our ideal candidate will have a robust financial background, solid analytical skills, effective leadership and communication skills, and an ability to manage the financial health of our Agency.

Technology Management

Oversee the implementation and maintenance of our software systems and computers
Stay updated on technological advancements to enhance our services
Provide training and support to staff on our software

Qualifications

A degree in Business Administration or other certification in Administrative Management
Minimum of 5 years experience in a financial administration role
Proficiency in accounting software such as QuickBooks
Strong knowledge of financial regulations and accounting principles
Excellent analytical and problem-solving skills
High level of accuracy and attention to detail
Ability to work independently and as part of a team
Excellent communication and interpersonal skills

We offer:

Competitive salary and benefits package
A collaborative and supportive work environment

How to apply:

Interested candidates are invited to submit their resume and cover letter outlining their qualifications and experience to: Michelle Alguire at m.alguire@clstormont.ca

CLOSING DATE: Friday June 21st, 2024 at 4:30 p.m.

Only candidates that meet the job requirements will be contacted.

Community Living-Stormont County is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

