EMPLOYMENT OPPORTUNITY
Assistant Manager, Finance

Your Opportunity
The North Bay-Mattawa Conservation Authority (NBMCA) is a community-based environmental organization. We are dedicated to conserving, restoring, developing, and managing renewable natural resources on a watershed basis, considering human, economic and natural environment needs together in an integrated watershed management approach.

Reporting to the Manager, Finance and Human Resources, the Assistant Manager, Finance will support all financial procedures and operational functions, digital transformation, payroll, legislative requirements, and be instrumental in all auditing work, reporting, filings, and fiscal accountability. Responsibilities include but are not limited to:

- Assist with the administration and monitoring of the financial system to ensure that the Conservation Authority’s finances are maintained in an accurate and timely manner. This includes: compliance with accounting policies and regulatory requirements; process and issue payments of all consumable supplies and services, while ensuring appropriate and proper expenditure allocations; read financial statements; maintain and monitor point of sale terminals; monitor recurring purchase orders; maintain and monitor point of sale terminals; monitor credit card charges; manage the weekly cheque run and on-line payments; perform day to day financial transactions, including verifying classifying, and recording accounts payable data; track, reconcile and reimburse petty cash for both offices; and other tasks.
- Administer the bi-weekly payroll to ensure that employees are paid in an accurate and timely manner. This includes: verifying timesheets and hours worked; reporting on benefits payments and verifying all source deductions and ensure these are paid monthly and/or quarterly; prepare and review payroll summaries, journals, and reports; and other tasks.
- Lead modernization efforts towards financial digital transformation, including: leverage digital technologies to streamline business processes, automate workflows, reduce errors, improve efficiencies, derive business analytics and monthly/quarterly projections; support administrative duties including processing customer payments and receipts; and other tasks.
- Assist with the planning and implementation of organizational policies for preparing financial statements in accordance with the applicable standards; including: assist in the annual budget process and audit process; review company financial reports and seek ways to reduce costs; and other tasks.
- Assist with the planning and implementation of budget and finance related changes to the Conservation Authorities Act; and other tasks.

Your Qualifications
- University degree in business/accounting or related field
- Minimum 5 years of experience in accounting, finance or related field
- Experience in Financial Planning and Analysis (FP&A), PSAB accounting standards
- Experience in principles and practices of charitable and fund accounting and audits
- Demonstrated experience in accounting software Quickbooks, knowledge of asset management
- Demonstrated ability to work in a fast-paced environment, while meeting daily deadlines and maintaining accuracy
- Strong computer and word processing abilities (e.g., MS Word, Excel, PowerPoint, Adobe Acrobat Professional and use of digital mapping software).
- Ability to work independently as well as in a team environment.
- Ability to prioritize workload and to work effectively and efficiently with minimal supervision.
- Excellent verbal and written communication skills.
- Ability and aptitude for field work.
- Valid MTO “G” driver’s license with a clean driving record.

15 Janey Avenue  North Bay, Ontario  P1C 1N1  P: (705) 474-5420  F: (705) 474-9793  www.nbmca.ca
Your Reward
Salary range of $37.81 to $42.53 per hour, based on a 35-hour work week.
Full-time, permanent position.
You will work with a creative, talented and solutions-focused team.
Participation in the OMERS defined benefit pension plan.
Free access to Conservation Ontario parks.

To Apply
Please send your resume and cover letter no later than Wednesday, December 28, 2022 at 4:30pm to:
Email: jobs@nbmca.ca
Human Resources
North Bay- Mattawa Conservation Authority 15 Janey Avenue
North Bay, ON P1C 1N1

Our Mission
The North Bay-Mattawa Conservation Authority provides leadership through coordination of watershed planning, implementation of resource management programs and promotion of conservation awareness in cooperation with others.

Our Vision
Providing effective leadership in the management of our watersheds where partners and communities are actively engaged in balancing human needs with the needs of the natural environment.

Our Values
- Action: Establish priorities and undertake initiatives based on desired results, ensuring that actions or decisions are undertaken individually and collectively in an accountable and timely manner.
- Collaboration: Work together with our partners and communities to strengthen our approach and create synergy for improving watershed management.
- Innovation: Be a leader in science-based integrated watershed management that accommodates taking new approaches to our business.
- Transparency: Communicate and share information and ideas using appropriate language and outreach techniques to bring about clear understanding.
- Integrity: Ensure that actions or decisions do not compromise our fundamental values or principles.

We thank all applicants for their interest; however only those selected for an interview will be contacted. NBMCA is an Equal Opportunity Employer in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. NBMCA will accommodate applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform staff of the nature of any accommodation(s) that you may require. Personal information contained in applications will be used for recruitment purposes and collected as per the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56.