

The District of Nipissing Social Services Administration Board is hiring!

Children's Services Finance and Reporting Data Coordinator (Permanent) Bulletin D2022-23

Do you aspire to have a fulfilling and challenging career working in the public sector with a locally respected organization? Do you have an education in Business Administration, Accounting, or Finance with strong presentation, organizational, time management, problem solving, and decision making skills? Are you a skilled writer and communicator with highly developed interpersonal skills to foster and maintain working relationships with a variety of internal and external stakeholders? Are you a team oriented individual, with a focus on collaboration and service? At DNSSAB we are looking for a talented Children's Services Finance & Reporting Data Coordinator to add to our exceptional Children's Services team.

This position is physically located in North Bay. The Children's Services Finance & Reporting Data Coordinator will contribute to the Children's Services team's success by providing reporting expertise, technology support and guidance with financial requirements. This position will analyze financial and business information to assist in making budgetary and resource deployment decisions, apply for grants and other funding opportunities, support with the completion of provincially required reporting and annual reconciliations and audits, provide recommendations and support for setting up contracts and service provider reporting, and provide ongoing professional learning sessions focused on building and strengthening financial literacy within the early years and child care sector throughout the district. The DNSSAB offers a competitive salary of \$66, 397.77 annually, a team oriented work environment, encourages work-life balance with the right to disconnect, and is committed to ongoing development.

Qualifications:

- Minimum of completed two (2) year diploma in Business Administration, Accounting, or Finance;
- Two years (2) years of work experience in the field of accounting;
- Demonstrates and fosters an innovative, positive and continuous improvement approach to team leadership;
- Experience working in the public sector, and knowledge of provincial computer systems is considered an asset;
- Able to prioritize, and meet time sensitive deadlines;
- Team oriented individual, with a focus on collaboration and service;
- Skilled writer and communicator with highly developed interpersonal skills to foster and maintain working relationships with a variety of internal & external stakeholders;
- Excellent presentation, organizational, time management, problem solving, decision making skills; and able respond to issues using sound judgment;
- Demonstrated comfort with technology and willingness to bring forward additional options for the organization; proficiency in Excel with advances spreadsheet skills (forecasting, statistical analyses, for example), MS Word, and PowerPoint; working knowledge of MS SharePoint, and Tableau considered an asset;
- Demonstrated regular attendance in keeping with the Board's Attendance Management Policy;
- An understanding of the early years and child care sector considered an asset; knowledge of the Child Care and Early Years Act considered an asset;
- A valid Ontario driver's license and a vehicle available for use on the job;
- Bilingualism is considered an asset.

Applications for the above position will be accepted up to **9:00AM, Monday, May 2, 2022.**
Please follow this link <https://bit.ly/3MnJWne> to apply now! You will be required to create a profile and complete an assessment prior to uploading your cover letter and resume. Your profile will allow you to stand out from your fellow applicants for your unique skillset. See how bright your future could be. Come join our team and help make a difference in the lives of the people we serve!

DNSSAB is an equal opportunity employer. In accordance with DNSSAB's Accessibility Policy, accommodations will be provided in all parts of the hiring process. Applicants are encouraged to make their needs known to Human Resources in advance.

We thank all applicants for their interest. An acknowledgement will be sent only to those candidates who will be interviewed.