

The District of Nipissing Social Services Administration Board is hiring! **Business Operations Analyst – Corporate Services** **(Permanent)** **Bulletin D2022-62**

Do you aspire to have a fulfilling position in the human services delivery environment and to make a difference in the lives of the people in our community? At the District of Nipissing Social Services Administration Board (DNSSAB), we help people to put an affordable roof over their heads, we make sure an ambulance takes them to the hospital when needed, we help them find affordable childcare so that they can go to work to support their family, and we are there when a little support can make a world of difference during a difficult time in someone's life. If you want a challenge working in the public sector with a locally respected organization, come join our team. We are looking for a talented Business Operations Analyst to add to our exceptional Corporate Services team.

This permanent position is physically located in North Bay. The Business Operations Analyst will contribute to the Corporate Services team's success by providing reporting expertise, technology support and guidance with financial requirements. Using advanced excel skills and financial management techniques this position will conduct financial analysis, perform reconciliations, and assist with Ministry reporting requirements. The position will support the Corporate Services department in business case writing and other special projects as assigned, and will demonstrate a strong commitment to confidentiality, and excellent customer service skills in interactions with staff at all levels. The DNSSAB offers a competitive starting salary of \$64,449.77 annually, enrollment in the OMERS pension and a full health, dental and disability benefits plan, a team oriented work environment, encourages work-life balance with the right to disconnect and is committed to ongoing development.

Qualifications:

- Diploma or Degree in Business Administration, Accounting, or Finance is required, an Accounting Designation is considered an asset;
- Three (3) years of experience in the field of accounting; Experience working in the public sector, and knowledge of Public Sector Accounting Standards is considered an asset;
- Excellent knowledge of computerized accounting processes and applications; Working knowledge of Microsoft Dynamics NAV, Arcori and/or Yardi is considered an asset;
- Strong ability to influence others at many levels within the organization by building trust and strong working relationships;
- Excellent verbal and written communication skills to influence motivate and provide direction across all business lines; Excellent facilitation skills to deliver persuasive messages across all departments;
- Excellent time management skills;
- Tenacity and energy in leading change in the pursuit of quality and business improvement;
- Strong analytical skills and process focus;
- Advanced knowledge and use of Excel, Word, and Outlook;
- Ability to work with team members to write business cases that support strategic objectives of the corporation;
- A valid Ontario driver's license and a vehicle available for use on the job;
- The ability to communicate in French as well as English is an asset.

Criminal Reference Check within three (3) months is a requirement. Must be legally eligible to work in Canada. Proof of Vaccination is a requirement.

Applications for the above position will be accepted up to **4:30PM, Wednesday, October 26th, 2022. Please follow this link <https://bit.ly/3geyGPx> 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.