

FINANCE SUPERVISOR **Permanent Full-time Position, Fort Frances ON**

Committed to meeting the needs of the community by providing services with care, integrity, and accountability, the Rainy River District Social Services Administration Board (RRDSSAB) delivers Early Learning and Child Care, Ontario Works, Social Housing, Land Ambulance and other services for all organized municipalities and unincorporated areas within the geographic District of Rainy River.

The Rainy River District covers an area of approximately 15,487 sq. kilometers and has a population of 20,110 (2016 Census). It is bordered on the north by the Kenora District, on the east by the Thunder Bay District, on the south by Minnesota, USA and on the west by the Province of Manitoba.

The RRDSSAB is seeking a Finance Supervisor for a permanent full-time management position to join our team in Fort Frances, ON. Reporting to the Director of Finance & Asset Management of the Rainy River DSSAB, the Finance Supervisor is responsible for procurement, asset management and financial record-keeping including day-to-day recording of cash flows and expenses associated with RRDSSAB operations. This position is responsible for the direct supervision of designated finance staff.

The Finance Supervisor will possess the following qualifications:

- Three year college diploma or degree in a related discipline and a minimum of four (4) years work-related experience. Candidates with an equivalent combination of education and experience will be considered.
- Knowledge and understanding of financial processes including but not limited to internal controls, budgets, pension plans, payroll, financial audits, and reporting requirements.
- Knowledge and understanding of Generally Accepted Accounting Principles (GAAP), budgetary practices and processes, public sector accounting and auditing practices.
- Extensive problem solving, planning, organizing and judgment skills.
- Excellent verbal and written communication skills.
- Proficient computer skills and the ability to work within a computerized environment.
- Knowledge and understanding of legislation and regulations necessary to carry out the functions of the job.
- Ability to work independently, cooperatively, and responsibly with minimum supervision and within a team environment.
- Possess a valid "Class G" driver's license and access to a vehicle.

We offer a competitive salary, an excellent benefit package and participation in the OMERS pension plan. Candidates who meet or exceed the requirements for this challenging position are invited to submit a resumé and cover letter, including three work-related references, no later than **12:00 noon (CST) on Friday, March 23, 2018 to:**

Joanne Spence, B.HRLR, CHRL, Human Resources Officer
Rainy River District Social Services Administration Board
450 Scott Street
Fort Frances, ON P9A 1H2
Competition #HR-06-2018-FS
PRIVATE & CONFIDENTIAL

or emailed to: joannes@rrdssab.on.ca

The RRDSSAB wishes to thank all applicants, however, only those selected for an interview will be contacted. The RRDSSAB is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document is available in an alternative format, upon request.