

FINANCIAL ANALYST II (Procurement)

Permanent Full-time Position in Fort Frances (35 hours/week)

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 **Financial Analyst II** on a permanent full-time basis to join our team in Fort Frances, ON. Reporting to the Finance Supervisor, the Financial Analyst II is responsible for financial record-keeping and day-to-day recording of cash flow and expenses associated with RRDSSAB operations with an emphasis on procurement.

The ideal candidate will possess:

- Two year college diploma in a related-discipline and a minimum of three (3) years of work-related experience. Candidates with an equivalent combination of education and experience will be considered.
- Knowledge and understanding of Generally Accepted Accounting Principles (GAAP).
- Knowledge and experience in accounting, clerical and administrative procedures including, but not limited to, procurement, contract provisions, asset management, accounts receivable/payable, payroll, records of employment and remittances, pension plans, journal entries, reconciliations, etc.
- Knowledge and understanding of legislation and regulations necessary to carry out the functions of the job.
- Proficient computer skills and the ability to work within a computerized environment.
- Possess excellent verbal and written communication, collaboration, and interpersonal skills.
- Ability to work in a team-based setting and with multi-disciplinary and diverse groups.
- Strong time management skills with the ability to prioritize workload.
- Ability to exercise a high level of independence, integrity, professionalism, and confidentiality.
- Must provide the satisfactory outcome of a CPIC Vulnerable Sector Screen as a condition of employment.
- Must submit proof of being fully vaccinated against COVID-19 or proof of a medical contraindication as a condition of employment.

The 2022 hourly rate of pay is \$28.75 for this permanent full-time position. We offer a competitive salary and 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 **4:00 p.m. (CST) on Monday, October 17, 2022 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-37-2022-FIN2-FT

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OR email to: joannes@rrdssab.on.ca

The RRDSSAB wishes to thank all applicants, however, only those selected for an interview will be contacted. Information gathered is in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for candidate selection and, for the successful applicant, relevant human resource purposes. 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.