

McMan Youth, Family and Community Services Association

Our Central Administration office in Innisfail is seeking a:

Part Time Finance Administrator

McMan is a not-for-profit charitable organization providing supports and programming in Central Alberta in the areas of Human Services and Community Support. We are currently seeking an individual who has excellent problem-solving skills, strong financial and data analysis, ability to multi-task, work under pressure and meet deadlines. If you have excellent attention to detail and able to work independently as well as in a team environment this job may be for you!

Responsibilities will include, but not be limited to:

- Manage multiple lease agreements and manage move in/move out inspections
- Compilation of and generation of various financial information and data to support the efficient preparation of financial reports to leadership, board of directors, funders and other stakeholders
- Provide supporting schedules and analytics of financial information and create ad hoc reports and financial statements
- Month end and quarterly reviews
- Liaise with agency leadership team regarding program finances
- Assist with annual audit
- Adapt and respond effectively and efficiently to multiple demands and deadlines

Minimum Qualifications:

- A minimum five years' experience
- Not for profit experience considered an asset
- Technical and project management leadership skills
- Excellent computer efficiency, with proficiency in Excel
- Emergency First Aid Training
- Criminal Check and Child Intervention Check

Wage Range: To be negotiated based on qualifications and experience

Benefits: McMan promotes the wellbeing of our employee's promoting flexibility, paid time off, health and wellness, pension plan and an excellent benefits package.

Hours of work: 22 hours per week.

If you are interested in joining the team at McMan, please forward your resume to:

McMan Central Region **Email:** careers@mcmancentral.ca

Please Quote Competition No: CEN-ADMIN-FIA-01-13-23

Competition will remain open until a successful candidate is found.



We thank all that apply. Only short-listed applicants will be contacted for an interview.

McMan is committed to providing and maintaining a work environment that is safe and healthy for our staff and clients, accordingly we require all new staff be fully vaccinated against COVID-19

McMan is Committed to the Principles of Employment Equity