

McMan Youth, Family and Community Services Association

Our Central Administration office in Innisfail is seeking a:

Full 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:

- Accounts Payable/Receivables
- Data Processing
- Provide assistance to staff within Central Region as needed.

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: \$24.72/hr. - \$32.87/hr. to be negotiated based on education 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: 40 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-03-02-23

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 the Principles of Employment Equity