



UCCM POLICE IS HIRING

The UCCM Anishnaabe Police will be a partner in community wellness by providing proactive, culturally sensitive, and innovative service while respecting existing laws customs and traditions.

****Balance**Compassion**Dedication**Humility**Integrity**Respect**Teamwork****



Position: **FINANCE ADMINISTRATOR**

Term: **FULL-TIME**

Salary: **ALIGNED WITH UCCM SALARY GRID**

Report To: **DIRECTOR OF CORPORATE SERVICES**

UCCM Anishnaabe Police Service is searching for an individual who is creative, takes initiative, and is innovative. Can you handle change? Are you a leader of change?

UCCM APS HOPES YOU BECOME A PART OF THE TEAM!

POSITION SUMMARY

UCCM Anishnaabe Police Service is seeking a dynamic and enthusiastic individual to assist the organization in successfully meeting their mandate and mission statement. The Finance Administrator position is established to assist the organization in successfully meeting its mission of providing culturally sensitive policing services to the UCCM police service area. The position is a financial administrative professional who will provide financial support to the Director of Corporate Services through compiling data, analyzing information, and preparing reports. The individual applies accounting control procedures that ensures the accuracy and integrity of the accounting system. The position requires interaction with UCCM APS personnel, external stakeholders, and other agency partners.

EDUCATION & EXPERIENCE

- Post-Secondary Degree or Diploma in Finance/Accounting/Business Administration or related field;
- 2-3 years of recent work-related financial experience in a business environment;
- Experience processing financial and payroll transactions;
- Excellent written and verbal communication skills;
- Experience with Quickbooks considered an asset;
- Experience interpreting and applying financial policies and guidelines.

SKILLS (Includes but are not limited to)

- Knowledge of accounting functions and principles: payroll, accounts payable, accounts receivable, chart of accounts, etc.;
- Experience in financial management and financial file maintenance;
- Ability to handle multiple projects, meet multiple deadlines; and problem solve;
- Excellent written and verbal communication skills;
- Ability to learn very quickly in a fast-paced environment;
- Proficiency in Microsoft Office software applications, advanced Excel skills considered an asset, financial accounting software, payroll systems, records management systems, time management software, and general computer skills;
- Ability to exercise professional judgment and reasonableness in a variety of situations.

DUTIES (Includes but are not limited to)

- Prepare and submit bi-weekly payroll for approval by the Director of Corporate Services (using a web-based external payroll service provider) based on information submitted and approved in the timesheet database system;
- Review purchase order requests ensuring correct information is submitted, assign number, report any anomalies to Director of Corporate Services;
- Prepare accounts receivables as required, prepare and send out invoices, handle inquires as appropriate;
- Performing other duties as may be assigned.

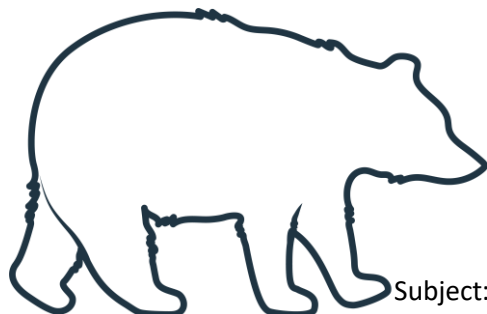
OTHER IMPORTANT INFORMATION

- A thorough background check will be completed, and the background check must be clear before an offer of employment will be given;
- A valid Class G driver's license is required;
- Completed series of Health Canada approved COVID-19 Vaccination **PRIOR** to job commencement.

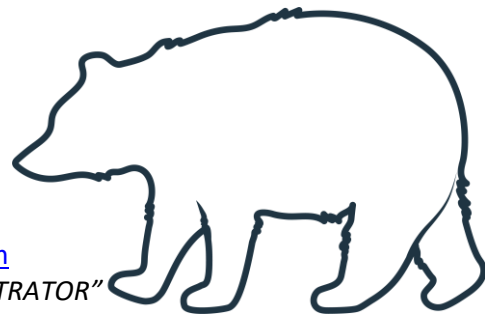
DEADLINE: July 3rd, 2022 at 4:00pm EST

Please apply for this position by submitting your cover letter, resume, and three (3) **work** related references.

For questions about this employment opportunity and/or a detailed job description, please contact Lyndin Belleau, Human Resources Administrator.



Mail-in applications can be sent to:
Confidential: Human Resources
UCCM Anishnaabe Police Service
5926 Hwy 540, Box 332
M'Chigeeng, ON P0P 1G0



Or via email to lyndin.belleau@uccmpolice.com
Subject: "Employment Opportunity: FINANCE ADMINISTRATOR"

Individuals of Anishnaabe ancestry are encouraged to apply. Self-identification is encouraged.

We would like to thank all applicants who apply; however, only those applicants selected for an interview will be contacted.