

UCCM Anishnaabe Police is hiring

Help make our communities a safer, better place.

Position: Financial Assistant
Term: Permanent Full-time
Salary Range: \$65,985.72 - \$72,104.38 - \$78,790 (Pending Experience)

The Finance Assistant position will assist the organization in successfully meeting its mission of providing culturally sensitive policing services to the UCCM police service area. This position is a finance assistant professional who will provide financial support to the Financial Controller through compiling financial data, analyzing information, and preparing reports by applying accounting control procedures that ensures the accuracy and integrity of the accounting system.

Your duties will include (but are not limited to):

Financial Support

- Acting as the first point of contact for payroll related inquiries including processing payroll, troubleshooting and resolving payroll discrepancies, reconciling payroll distribution;
- Process accounts payables; along with reviewing purchase orders and matching with invoices, complete travel forms, HST Exemptions, etc.;
- Prepare accounts receivables; send out applicable invoices, monitor revenue and reconcile monthly; prepare and process bank deposits, ensure revenue is entered as per funding agreements;
- General accounting responsibilities: reconcile monthly bank statements; reconcile monthly visa statements with supporting documentation in accordance with applicable policy, collect and develop forms as required; and
- Other financial and administrative duties as assigned.

Administration Support

- Inform the Financial Controller about financial anomalies, and complete internal reporting;
- Maintain, file, and keep safe financial records, contracts, leases, and other funding agreements;
- Complete approved program grant applications and prepare and submit interim and reporting requirements; and
- Compose professional correspondence and memorandums as required.

Your education and experience:

- College Diploma or acceptable combination of equivalent experience;
- Minimum of 2-3 years of recent work-related financial and payroll experience, preferably in a business environment;
- Experience processing financial and payroll transactions; and
- Experience interpreting and applying financial policies and guidelines;

Compensable factors include (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 work independently, handle multiple projects, meet multiple deadlines; and problem-solve;
- Excellent written and verbal communication skills;
- Word processing skills of 40 words per minute;
- Ability to learn very quickly in a fast-paced environment;
- Proficiency in Microsoft Office software applications, financial accounting software, and general computer skills; and
- Excellent human relation and interpersonal skills;

We require:

- A thorough background check before we make an offer of employment
- A valid Class G driver's license
- Standard First Aid/CPR

We encourage individuals of Anishnaabe ancestry to apply and self-identify.

What we offer

We offer competitive pay and 100% employer covered benefits, matched pension contributions, Health Spending Account, Wellness Account, along with a welcoming, close-knit work environment, and opportunities to learn about Anishnaabe culture and history.

How to apply

Send your cover letter, resume and three (3) work-related references to:

Email: recruitment@uccmpolice.com with the subject line "Employment Opportunity: Finance Assistant"

Mail: Confidential: Human Resources

UCCM Anishnaabe Police Service, 5926 Hwy 540, Box 332, M'Chigeeng, ON POP 1G0

Deadline: Friday, November 15, 2024, 4:00 pm EST

Only those applicants selected for an interview will be contacted.

Questions?

Please contact the Human Resources Department at recruitment@uccmpolice.com.



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Learn more at: uccmpolice.com/careers