



MANAGER OF FINANCE

For over 60 years, Craigwood Youth Services has been a community mental health resource that creates opportunities for youth and their families to achieve more promising futures. We invite you to join our team, located in London, Ontario.

We are seeking a Manager of Finance for up to fifteen hours per week, on average, to provide finance and accounting support for the agency.

As a member of our Senior Management team and reporting to the Executive Director, the incumbent will be responsible and accountable for the overall function of the Finance Department in support of agency goals and objectives. You will develop, monitor and oversee the automated accounting system, and ensure the financial control of agency operations is processed within the service plan framework.

Required & Essential qualifications:

- Professional accounting designation and / or a degree in business administration
- Minimum of five years proven senior management experience in a progressive, multi-disciplinary social service organization
- Demonstrated competence in organization and planning skills
- Excellent interpersonal skills and the ability to communicate well, both verbally and in writing
- Proficiency in computerized accounting software (AccPac) and Microsoft Office products
- Successful candidates must provide a health assessment & proof of immunizations, proof of COVID-19 vaccination(s) or medical exemption

Preferred qualifications:

- Experience working with a Board of Directors
- Experience in the Non for Profit Sector / Social Services

A comprehensive job description is available upon request.

In recognition of the diverse cultures and ethnic backgrounds in our community, Craigwood strives to uphold and support the Canadian Charter of Rights and Freedoms, The Canadian Multiculturalism Act and the Ontario Human Rights Code in creating an inclusive and diverse workspace. Craigwood welcomes applications from all qualified candidates. London is a designated community under the French Language Services Act so we encourage applicants fluent in both official languages.

Craigwood offers a competitive and comprehensive salary and benefit package. Interested candidates are invited to submit their application including a complete resume, covering letter outlining your key qualifications and references in confidence to:

Human Resources, Craigwood Youth Services

E-mail: resumes@craigwood.on.ca

Subject Line: Manager of Finance Position

Fax: (519) 432-8964

We wish to thank all applicants in advance; however, only those selected to participate in the interview process will be contacted.