



Canadian Mental
Health Association
Cochrane-Timiskaming
Addiction and Mental Health Services

Association canadienne
pour la santé mentale
Cochrane-Timiskaming
Services de toxicomanie et de santé mentale

JOB POSTING

Competition #: 2024-78

Vacant Position: *Finance Assistant*

Work Location: *Anywhere within our catchment area: Timiskaming, Timmins, Cochrane, Iroquois Falls, Matheson*

Status: *Temporary Full-Time*

Rate: \$29.90 - \$35.21

Language Requirement: *Bilingualism considered an asset*

Posting Date: November 29, 2024

Inquiries:

humanresources@cmhact.ca

Please send resumés to:

humanresources@cmhact.ca and indicate in the subject line the competition number and job title.

Please advise Human Resources if you require accommodation in accordance with the Human Rights Code or the Accessibility for Ontarians with Disabilities Act in order to properly participate.

Finance Assistant

The Canadian Mental Health Association – Cochrane Timiskaming Branch is currently recruiting a Finance Assistant.

In keeping with the Mission, Vision, Values of the Canadian Mental Health Association – Cochrane Timiskaming Branch (CMHA-CT), the Financial Assistant ensures the production of reliable accounting records and accurate reporting of same by initiating and maintaining the general ledger and accounts receivable system.

Qualifications:

1. College diploma with course study in accounting;
2. Minimum three years' experience in accounting;
3. Working knowledge of accounting software (Accpac preferred);
4. Working knowledge of Microsoft Office programs, i.e., MS Word, Excel;
5. Ability to work independently and in a team;
6. Acute attention to detail;
7. Highly effective oral, written, and interpersonal communication skills;
8. Ability to meet tight deadlines and work in a fast-paced, often pressured, environment;
9. The ability to provide services according to a work schedule determined by the employer and according to the needs of the organization.

CMHA Cochrane-Timiskaming actively seeks candidates who are First Nations, Métis, Inuit, and urban Indigenous; Francophone; Black and racialized; members of 2SLGBTQIA+ communities; trans and nonbinary; and disabled.

CMHA-CT offers competitive salaries, a comprehensive benefits package including the HOOPP pension plan and most importantly, CMHA-CT offers a fulfilling career working with a dynamic team, supporting and caring for others.