

JOB POSTING #2025/002

POSITION:

Manager, Finance – Finance Services - Management/Non-Union

HOURS OF WORK:

Permanent – Full-Time – 35 Hours Per Week (1.00 FTE)

EFFECTIVE:

As Soon As Possible

LOCATION:

Main Office – North Bay

ADDITIONAL INFO:

New Position

POSITION SUMMARY:

Reporting to the Executive Director, Corporate Services, the Manager, Finance is responsible for the leadership and overall management of the accounting activities, internal and external reporting, budgeting, forecasting, procurement (RFPs, RFQs, tenders), and cash flow management of the health unit. This position is heavily engaged in the discussion and planning around strategic directions. The incumbent will also be responsible for developing and implementing management tools and continuous management strategies to maximize the efficiency of the financial services and systems throughout the organization. The Manager, Finance will provide supervision, coaching and mentoring to assigned staff in Finance Services. As a member of the management team, the Manager, Finance contributes to excellence in the leadership of the organization and participates with other members of management in planning and decision processes aimed at enhancing the quality of services. The Manager, Finance ensures Finance Services operates in accordance with all legislated requirements, governing policies and procedures, and collective agreements and provides service in a way that is consistent with the mission, vision, values, strategies, policies and standards of the Board of Health.

QUALIFICATIONS:

Education, Experience, Knowledge, Skills & Abilities:

- Bachelor's degree in Business Administration, Commerce or a related field with an emphasis on accounting and finance or a combination of education and work experience considered equivalent
- Designation as a Chartered Professional Accountant (CPA) in Ontario
- Minimum five years' management/supervisory experience in Finance in the public sector
- Demonstrated experience with financial audit requirements
- Knowledge of ethical/integrated risk management knowledge
- Knowledge of accounting concepts and principles acquired through formal accounting training
- Knowledge of Federal and Provincial funding requirements and financial policies
- Knowledge of applicable privacy practices and laws

- Demonstrated skills and knowledge to operate a PC and work efficiently and effectively with various software packages (e.g., Microsoft Office 365 programs (Word, Excel, PowerPoint, Teams), SharePoint, Adobe Acrobat, and accounting packages such as Microsoft Dynamics 365)
- Strong verbal and written communication skills
- Possess excellent interpersonal skills
- Excellent mathematical and analytical skills
- Excellent leadership skills as per [LEADS Capabilities Framework](#)
- Self-motivated and able to complete assigned duties with minimal supervision
- Committed to providing exceptional customer service
- Shows discretion and appropriately handles confidential information
- Keen attention to detail and ability to recognize errors and inconsistencies with a high level of accuracy
- Ability to research and prepare proposals and briefs
- Ability to set priorities, work under pressure, complete work, meet deadlines
- Ability to creatively problem solve within allowable parameters
- Ability to support and project values compatible with the organization and the profession
- Demonstrated commitment to continuous learning and quality improvement
- Demonstrated reliability and the ability to work flex hours as required

As a condition of employment, the successful candidate will be required to provide a Criminal Reference Check: recent, within four (4) months at their expense and will be required to comply with the Health Unit's immunization [policies](#). Please refer to the individual [policies](#) for specific requirements and processes. Applicants requiring accessibility accommodation for the interview are asked to make such requests only when contacted for an interview.

ANNUAL SALARY:

Minimum \$93,978 to Maximum \$110,560 (Pay Band 7)

CLOSING DATE:

Friday, February 14, 2025, at 4:00 p.m.

APPLICATION PROCESS:

If you wish to be considered for this position, please forward your resume, cover letter and proof of education required for this position to the attention of:

Wendy Moore, Senior Human Resources Coordinator – Talent Management

Attention: Job Posting #2025/002

North Bay Parry Sound District Health Unit, 345 Oak Street West, North Bay, ON P1B 2T2 or

Email: human.resources@healthunit.ca

We thank all applicants for their interest, however only those applicants selected for an interview will be contacted.

Please Note: If you did not receive a confirmation email that your resume/application has been received, please contact

Wendy Moore at wendy.moore@healthunit.ca for confirmation.

Once posting is closed, please refer to website for status of job posting.

The Health Unit is an Equal Opportunity Employer

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Votre partenaire à vie pour vivre en santé.*

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705-474-1400

📠 705-474-8252

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