



**NSGEU STAFF VACANCY
FINANCE & OPERATIONS ADMINISTRATOR - EXTERNAL
PERMANENT FULL-TIME – DARTMOUTH NS**

COMPETITION #2024-15

The NSGEU is seeking a permanent, full-time Finance & Operations Administrator at our Head Office in Dartmouth, NS

The Finance & Operations Administrator is a senior position at NSGEU that will ensure NSGEU is in accordance with Generally Accepted Accounting Principles, NSGEU accounting policies and procedures, Board of Directors policies and general staff policies.

Under the direction of the Director of Finance and Operations the Finance & Operations Administrator will have delegated responsibility for the overall Accounting/Finance and Information Technology activities.

DUTIES:

The incumbent's responsibilities include cash flow management, financial analysis, budgetary control; financial reporting which includes balance sheet and income statement, invoices, accounts payable, accounts receivable and payroll. Duties include yearly budgeting, forecasting, financial systems and active participation in the development of overall financial goals.

The Finance & Operations Administrator will be responsible for the preparation of the monthly and annual financial statements and all work leading up to the annual audit with the external auditors engaged by the NSGEU Board of Directors.

Duties include oversight of all aspects of electronic payments within NSGEU ensuring compliance with all policies and procedures as well as workflow between signing authorities and the NSGEU Secretary/Treasurer. In addition, the positions will involve supporting, training, and supervising the day-to-day activities of finance staff supervised under their direction in coordination with the Director of Finance and Operations.

The successful applicant will contribute to a strong system of internal control at NSGEU by ensuring adherence to existing controls and policies including procurement while also providing assistance and consultation to NSGEU for new and existing accounting, financial and operational policies, procedures, and IT systems.

Duties include leading the preparation of the annual NSGEU year-end audit requirements for the external auditors by ensuring all information requests are delivered to meet time sensitive deadlines.

The Finance & Operations Administrator will support and assist the Director of Finance & Operation's roles and responsibilities to the Board of Directors and Committees of the Board through preparation of quarterly reports and requests as required. They also assist in audits and monitoring internal controls to ensure that various departments are compliant with staff and board policies.

QUALIFICATIONS:

The incumbent must hold a Chartered Professional Account designation and a minimum of five years' financial management and supervisory experience. Excellent skills including analytical, organization and planning, decision making, risk taking, ethical, innovative/creative, proactive, open and flexible, problem solver, and attention to detail. The ability to investigate and resolve accounting issues and have strong knowledge of accounting standards.

The position will require someone with strong interpersonal and communication skills; ability to effectively communicate (verbal and writing) and to work collaboratively and in consultation with management, staff, executive, members, employers of members, banks, auditors, financial consultants and vendors. Self-motivation, confidence and the ability to perform under pressure to meet deadlines are critical.

The incumbent must possess strong fiscal management skills and a proven record in planning, financial management and resource alignment; knowledge of financial systems and network-based software applications; well honed communication skills and a thorough knowledge and demonstrated skills in financial control and management, strategic planning, and operations.

NSGEU is looking for a team player who possess the ability to quickly adapt to changes in information and priorities. Familiarity with Sage 300 or a strong comfort level with accounting software and reporting platforms are an asset.

PAY LEVEL: \$131,543.00

CLOSING: Interested applicants please submit your resume and cover letter (merged into one document) identifying the competition number, outlining your qualifications, skills and experience to: NSGEU, Mr. Shawn Fuller, Executive Director, 255 John Savage Avenue, Dartmouth NS B3B 0J3 or e-mail to jobs@nsgeu.ca or via facsimile at 902-428-0190 **no later than 12:00 noon September 26th, 2024.**

We thank all applicants for their interest but wish to advise that only candidates selected for an interview will be contacted further. No interviews from outside IAMAW, Local 2797 and NSGEU memberships shall take place until such time as all qualified applicants from the above have been interviewed and no successful candidate found. NSGEU will request time for union leave for the successful applicant where necessary.