



Compensation: Annual Salary of \$85,700 (pro-rated to FTE) plus generous paid time off, group benefits, and HOOPP
Terms: 0.6 FTE (22.5 hours/week), permanent

Start Date: February 10, 2025
Location: 360 George Street N. Hybrid work model will be considered

Peterborough Community Health Centre (PCHC) is a new and dynamic community health center focused on social justice and health equity through a blend of Western and traditional care approaches. Among several in our province, PCHC offers primary health care and outreach services, emphasizing health promotion and illness prevention. Its mission is to enhance the lives of those facing barriers to their wholistic well-being, incorporating Indigenous practices that promote health through balance and harmony.

Position overview:

Reporting to the Executive Director, the Finance Manager is responsible for a wide range of items including but not limited to the preparation, administration and monitoring of operating and capital budgets, financial accounting and reporting, forecasting, auditing the company financials, risk assessments, and overseeing payroll and benefits. The role is supported by a part-time bookkeeper. This is both a hands-on and management role.

Key Responsibilities:

- Perform month end and year end accounting processes
- Ensure compliance with accounting standards and government regulations relating to a charitable non-profit organization
- Oversee, assist, and support payroll and benefits
- Establish, implement and maintain financial policies and procedures

See the full job description on our website @ www.ptbochc.ca/careers

Qualifications/Experience:

- Post-secondary education in related discipline (Accounting, Business Studies, etc.) and work-related experience
- Professional accounting designation (i.e., CMA, CGA or CA) considered an asset
- 3-5 years progressive financial management experience in a charitable non-profit organization
- Proficiency and aptitude in the use of technology, various software applications, including accounting software (Dynamics 365, MIS/OHRS, MS Excel, ADP)
- Creative problem-solving skills, excellent project management and analytical skills.

Because PCHC incorporates Indigenous practices and healing approaches, we strongly encourage applications from Indigenous candidates. Preference may be awarded to an individual who self-identifies as Indigenous or demonstrates a deep commitment to Indigenous culture and values, including incorporating these into their work and life.

**Send your cover letter and resume to careers@ptbochc.ca
DEADLINE January 17, 2025**

Peterborough CHC is an equal opportunity employer who seeks qualified candidates who share our commitment to equity, diversity and inclusion. Applicants requiring accommodation to participate in the hiring process should contact us at 705-529-1313 to communicate their needs. We thank all applicants, however, only those receiving an interview will be contacted.