



UCCM POLICE IS HIRING



The UCCM Anishnaabe Police will be a partner in community wellness by providing proactive, culturally sensitive, and innovative service while respecting existing laws customs and traditions.

****Balance**Compassion**Dedication**Humility**Integrity**Respect**Teamwork****

Position: **FINANCE & I.T ADMINISTRATOR**
Term: **FULL-TIME**
Salary: **\$74,264/ANNUALLY**
Report To: **DIRECTOR OF CORPORATE SERVICES**

UCCM Anishnaabe Police Service is searching for an individual who is *creative, takes initiative, and is innovative.* Can you handle change? Are you a leader of change?

UCCM APS HOPES YOU BECOME APART OF THE TEAM!

POSITION SUMMARY

UCCM Anishnaabe Police is looking for a full-time Finance and IT Administrator to join our team. The successful candidate will provide financial and information technology support through compiling data, analyzing information, preparing reports, and handling IT servicing requests and supporting improvements to the IT infrastructure of the organization. The individual also applies accounting control procedures that ensures the accuracy and integrity of the accounting system. This position requires interaction with approximately 25-30 personnel, external stakeholders, and other agency partners.

EDUCATION & EXPERIENCE

1. University or College Degree/Diploma in Business or Finance, or combination of equivalent experience;
2. Minimum of 2-3 years of recent work-related financial and IT experience in a business environment;
3. Experience processing financial and payroll transactions;
4. Excellent written and verbal communication skills;
5. Experience with Quickbooks considered an asset;
6. Knowledge of IT infrastructures, software, hardware, and ability to troubleshoot minor issues; and
7. Experience interpreting and applying financial policies and guidelines.

SKILLS (Includes but are not limited to)

- Knowledge of accounting functions and principles: payroll, accounts payable, accounts receivable, chart of accounts, etc;
- Experience in financial management and financial file maintenance;
- Knowledge of IT infrastructures, software, hardware, and ability to troubleshoot minor issues;
- Ability to handle multiple projects, meet multiple deadlines; and problem solve;
- Excellent written and verbal communication skills;
- Ability to learn very quickly in a fast-paced environment;
- Proficiency in Microsoft Office software applications, advanced Excel skills considered an asset; financial accounting software, records management, systems, time management software, and general computer skills; and
- Ability to exercise professional judgment and reasonableness in a variety of situations.

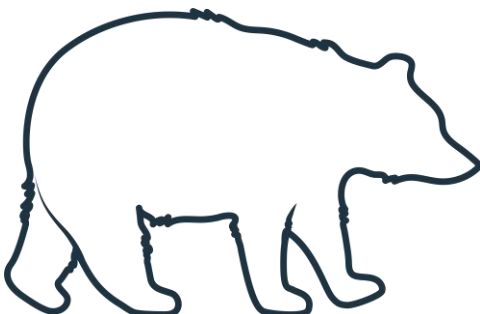
OTHER IMPORTANT INFORMATION

- A thorough background check will be completed, and the background check must be clear before an offer of employment will be given.
- A valid Class G driver's license is required.

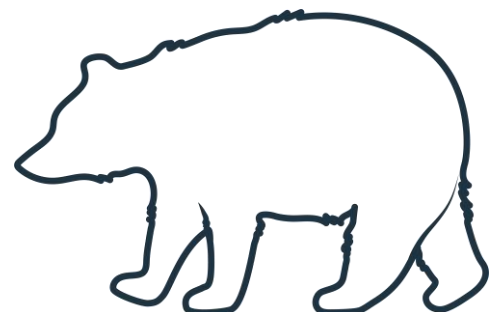
DEADLINE: April 1, 2022 at 4:00pm EST

Please apply for this position by submitting your cover letter, resume, and three (3) **work** related references.

For questions about this employment opportunity and/or a detailed job description, please contact Lyndin Belleau, Human Resources Administrator.



Mail-in applications can be sent to:
Confidential: Human Resources
UCCM Anishnaabe Police Service
5926 Hwy 540, Box 332
M'Chigeeng, ON POP 1G0



Or via email to recruitment@uccmpolice.com
Subject: "Employment Opportunity: Finance & IT Administrator"

Individuals of Anishnaabe ancestry are encouraged to apply. Self-identification is encouraged.

We would like to thank all applicants who apply; however, only those applicants selected for an interview will be contacted.