



PEAK VOCATIONAL AND SUPPORT SERVICES

Peak is a Lethbridge based, Not for Profit, Human Services Agency that provides support services to persons with developmental disabilities. Peak's core focus is on opening doors in our community for persons with disabilities. These 'doors' include vocational training, employment support, residential services, assistance in navigating the justice system and programs that simultaneously build life skills and enhance quality of life.

We are looking for a full time permanent senior manager to join our team in the role of :
Financial Administrator

Duties Include all aspects of Financial management:

- Budgets, Reports, Budget Maintenance, Lease Agreements
- General Ledger, Accounts Receivable, Accounts Payable
- Payroll, Employee Benefits Management
- Financial Reporting, Audit Preparation
- Risk Mitigation, Insurance, Legal, etc.
- Proactively identify areas for improvement
- Compliance with regulatory bodies (Non-profit, Revenue Canada, etc.)
- Supervision of staff reporting directly
- Strategic and Long Range Financial Planning, Investments

You may be the perfect fit if you have the following attributes and qualifications:

- Relevant education and a minimum of five years experience in the Non Profit Sector
- Demonstrated knowledge in financial management, business needs analysis and finance and accounting, accuracy
- Experience in disability services preferred; experience with social enterprise an asset
- Excellent analytical, problem recognition and creative problem solving skills, ability to translate financial concepts
- Positive attitude, excellent communication and interpersonal skills
- Attention to detail, ability to analyze and think critically
- Multitasking abilities
- Strong relationship management, leadership and team building skills
- Significant experience with Excel, Quick Books or other computerized financial software; Share Point, Sharevision or MITC a significant asset

Hours of Work: Full Time
Monday-Friday 8:00am-4:30pm

Peak offers a competitive wage plus benefits.

If you would like to work in a fantastic team environment, please submit your resume to Peak Vocational & Support Services:

Email: hr@peaksupportservices.org
Fax: 403-329-0203
Mail: 1804 – 2 Avenue South, Lethbridge, AB T1J 0G4

Peak appreciates all the applications it receives. Peak will contact only those candidates selected for the interview process.