

Associate Director of Finance and Corporate Services

Location: Rupertsland Institute, Edmonton, AB

Closing Date: Until Suitable Candidate Is Found

Position Status: Full Time (40 hrs per week)

The Organization

Rupert's Land Institute (RLI) is an affiliate of the Métis Nation of Alberta and has a triple mandate in education, training and research. With a decentralized network of 10 employment services centres, in addition to two mobile service units, RLI designs and delivers training and education services to more than 100,000 Alberta Métis.

The RLI Vision is: *“A Skilled and Knowledgeable, Self-Reliant Métis Nation.”*

The RLI Mission is: *“To enhance the self-sufficiency and well-being of Alberta Métis through quality education, training, and research.”*

For more information about RLI and its services and programs, visit us at www.rupertsland.org

The Opportunity

The Associate Director of Finance and Corporate Services works under the direction of the Director of Finance and Corporate Services. The position ensures optimal accuracy and efficiency of financial, payroll, purchasing, records management, and reception functions of the organization. In addition, the incumbent will supervise a complement of four departmental employees. The Associate Director is responsible for financial and report writing.

Responsibilities

Key responsibilities involve ensuring that Finance and Corporate Services functions are carried out in a professional and timely manner. This includes but it is not limited to:

- Ensuring that T-4s and T-4As forms for all pertinent parties (clients, staff and BOG members) are submitted on time;
- Collecting and providing all appropriate information needed for the annual audit;
- Ensuring that CRA remittances, credit card payments and other expenditures are accurate and made at specified intervals;
- Providing timely financial statements to the BOG, Senior Team Services and the Regional Team Services;
- Drafting for the Director quarterly variance reports that compare expenditures and projections to the annual budget;
- Accurately entering into the payroll system, vacation, personal time, overtime and benefits;

- Maintaining the RLI Human Resource Management System (HRIS).

Qualifications

- CPA designation
- 3-5 years direct experience in accounting and administration
- Knowledge, skills and experience in supervisory practices and principles
- Knowledge of SAGE or other computerized accounting systems and applications
- Understanding IT networks and software is considered an asset
- Demonstrated ability to organize and write reports for a large diverse readership base;
- Resourceful, takes initiative, and can work independently.

Compensation

Rupertsland Institute offers competitive salary, comprehensive benefits including - life insurance, disability, critical illness, 100% coverage on prescriptions, dental & vision, as well as a generous pension plan.

Interested?

Please apply with your resume and cover letter to start your exciting new career today! Quote Job ID: AD-FCS.

Applications will be accepted until a suitable candidate has been identified.

*Note – Rupertsland Institute thanks all applicants for their interest, however only those applicants selected for an interview will be contacted. Due to limited resources we are unable to verify receipt of resumes.

Job Type: Full-time