

**JOIN OUR TEAM!**

**Position:** Manager, Finance (Full time permanent)

**Location:** Essex, Ontario

**About Us:**

Community Living Essex County is a fully accredited non-profit organization dedicated to supporting over 700 children, youth, and adults with intellectual disabilities, as well as their families, across Essex County. We are committed to supporting people to achieve their goals and dreams; empowering them to flourish as full citizens who are valued in the community.

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Why Join Us?

- Be part of a team that makes an impact in the community
- Collaborative and supportive team environment
- Opportunities for growth and professional development
- Comprehensive benefits and pension plan

**ABOUT THE ROLE:**

As the **Manager, Finance**, you will play a key leadership role within Community Living Essex County, demonstrating the highest standards of professionalism and integrity. You will lead by example, fostering an inclusive and respectful workplace culture that values diversity and empowers every team member.

*Key Responsibilities (including, but not limited to):*

- Reporting to the Director, Finance, this position will coordinate financial and administrative activities including the supervision of administrative employees in a unionized environment.
- Ensure compliance with all policies, procedures, legislative requirements and Canadian GAAP (Generally Accepted Accounting Principles).
- Assist in the development of the annual budget.
- Provide leadership with the annual audit and assist with the preparation of financial statements.
- Provide administrative support and back-up to the Director, Finance when required.
- Manage financial operations with accuracy and integrity.

*Qualifications:*

Community Living Essex County may accept a combination of education and experience that demonstrates the required skills of the position.

- Currently pursuing or holding a CPA Professional Designation (CA, CGA or CMA) or University degree in Accounting or Business Administration.
- Minimum of five (5) years' experience in financial and administrative management with a minimum of two (2) years in a leadership role.
- Understanding non-profit accounting and charity law is considered an asset.
- Solid proficiency in MS Office, Suite, Excel, specialized databases and accounting software.
- Service-oriented with excellent interpersonal, verbal, and written communication skills.
- Effective people management and leadership abilities.

*Other Requirements:* The successful candidate will be expected to provide a satisfactory police clearance, proof of valid and current auto insurance, and a basic medical review including Tuberculosis (TB) testing.

Community Living Essex County is committed to creating an inclusive environment and encourages applications from people with disabilities and visible minorities. Accommodation is available upon request for all candidates participating in the recruitment and selection process. All personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act.

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*We thank all those who apply however, only those applicants selected for an interview will be contacted.*

**Closing Date:** Friday March 17, 2025, at 4:30pm

*How to apply:*

*Please submit your resume to the contact information below.*

**Marie Ridder, Manager, Human Resources**  
**Community Living Essex County, 372 Talbot St. N., Essex, ON N8M 2W4**  
**Email: [mrider@communitylivingessex.org](mailto:mrider@communitylivingessex.org) or Fax: (519) 776-6972**  
**Quote Ref. # ADMN-002**

*Community Living Essex County is an equal opportunity employer, and we value the importance of diversity, dignity and the worth of every individual in the workplace.*

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***Our VISION:*** A community that celebrates inclusion and inspires possibilities. ***Our MISSION:*** We are committed to support people in achieving their goals and dreams and to realize their value as full citizens in their community.