



FINANCE MANAGER

The Ottawa-Carleton Association for Persons with Developmental Disabilities (OCAPDD) has an exciting opportunity for the position of **Finance Manager**.

OCAPDD is a leader in the Developmental Services sector in Ontario, supporting over 900 people with developmental disabilities to successfully live in the communities of Ottawa & Cornwall. This support is provided by a dedicated team of over 650 employees.

MISSION:

The Ottawa-Carleton Association for Persons with Developmental Disabilities (OCAPDD) supports people with developmental disabilities through a holistic approach including:

- Individualized service planning;
- Providing a continuum of innovative community participation and residential options;
- Recruiting and developing an educated and experienced workforce;
- Advocacy for individuals with developmental disabilities, their families and support networks;
- Linking with the community, developmental and funding sectors.

VISION:

Individuals with a developmental disability live healthy, safe and secure lives as participating members of society, through equitable access to the broadest range of societal supports and opportunities.

One (1) permanent full-time position is currently available:

HOURS OF WORK: 35 hours per week (Monday to Friday)

START DATE: Immediately

LOCATION: **OCAPDD Head Office - 229 Colonnade Rd., South**

KEY AREAS OF RESPONSIBILITY:

Under the supervision of the Director of Administration and Finance, the Finance Manager establishes and maintains internal accounting controls and ensures financial compliance with Provincial and Federal Requirements. The incumbent will balance subsidiary accounts and reconcile the general ledger; conduct, analyze and prepare reports as well as maintain financial policies and procedures.

EDUCATION AND EXPERIENCE:

- University degree in Business Administration or Accounting and 5 years' experience, preferably in the non-profit sector.
- Active pursuit of Certified Professional Accounting (CPA) designation is required.
- Bilingual preferred (English and French)
- Excellent verbal and written communications skills
- Proven time management and organizational skills

Deadline for applications is **December 8, 2021**.

OCAPDD would like to thank all applicants who apply, however will only contact those candidates being considered for interviews.

COVID-19 considerations

All newly hired employees will be required to be fully vaccinated as a condition of employment, subject to the duty to accommodate under the Ontario Human Rights Code.

All employees are provided with appropriate Personal Protective Equipment (PPE)

OCAPDD is an equal opportunity employer and we value the importance of diversity, dignity and worth of every individual in the workplace. OCAPDD offers accommodation for applicants with disabilities in its recruitment processes. If you are contacted by OCAPDD regarding a job opportunity, please advise prior to the interview if you require any accommodation.