



FINANCE ASSOCIATE

Permanent Full-Time (35 hours per week)

(\$25.31 - \$35.95 hourly)

Guided by our values, Child & Community Resources' vision is to connect and engage in quality experiences every day. We strive to make a meaningful difference to those we support by building relationships, empowering others, promoting wellbeing, and supporting lifelong learning.

We are looking for a result-driven finance professional to join our team in the role of Finance Associate.

Under the direction of the Supervisor of Corporate Relations and Services, the Finance Associate has primary responsibility for key day-to-day financial functions, including maintaining and analyzing accounting records, preparing financial reports, completing monthly bank reconciliations, and maintaining accurate general ledger and fixed asset records. The Finance Associate supports the Supervisor led budgeting and forecasting processes through data preparation, analysis, and reporting. The position will assist with accounts receivable and payable processes, payroll administration, audit preparation, insurance portfolio maintenance, and other financial reporting and compliance activities. The Finance Associate additionally supports the collection and reporting of financial and qualitative data to inform planning and decision-making at both the agency and community levels.

You hold a diploma or degree in accounting and have a minimum of five (5) years' related experience working, preferably in the public sector. You have a good understanding of accounting principles and practices, and possess the ability to process information by compiling, coding, categorizing, calculating, and verifying information.

As a HOOPP employer, we offer one of Canada's most respected defined benefit pensions plan the Healthcare of Ontario Pension Plan (HOOPP) providing employees with valuable benefits and financial security for our employees.

Kindly note: Proof of a Health Canada approved COVID-19 vaccination series is required to be considered for this position.

Please apply in writing, by May 12, 2026, to:

Human Resources Department
Child & Community Resources
662 Falconbridge Road, Sudbury, ON P3A 4S4
fax: (705) 525-0068 **e-mail:** careers@ccrconnect.ca

MS Word or PDF only, please. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Child & Community Resources is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for disability during any stage of the recruitment process, please contact the HR department.