



*Native Alcohol & Drug Abuse Counselling
Association of Nova Scotia
Eskasoni, Cape Breton, Nova Scotia B1W 1H6
Phone# (902) 379-2267 * Fax# (902) 379-2412*

Employment Opportunity
Finance support – Part/Time Permanent or Contract
Native Alcohol & Drug Abuse Counselling Association of NS

“Screening Process In Place”

“Child Abuse Registry & Police Check is ‘MANDATORY’”

Salary: Based on Education and Qualifications

JOB DUTIES:

The Financial support shall be responsible for the effective financial administration of the Association and will be under the direct supervision of the Executive Director. The Financial support will adhere to Generally Accepted Accounting Principles (GAAP).

In general terms, the position will be responsible for: The maintenance of a complete double-entry accrual accounting system; the approval of program expenditures and fund commitments; the administration of the salary and employee benefits program; will make deposits and prepare the bank reconciliation; will supervise the other staff as it relates to financial duties. the preparation of both annual and periodic budgets; the preparation and submission of required financial reports to higher authority; liaison with First Nations and Inuit Health Regional Office with regard to financial administration; will report to the Association’s Board of Directors. Will support organizations HR with the Executive Director and Office Manager and Treatment Services Manager.

QUALIFICATIONS – Minimum entrance qualifications for the position.

Must have completed post-secondary academic education with a focus on accounting.

Must have at least five (5) years general experience in the field of financial administration including at least two (2) years of experience in the maintenance of a complete double-entry accounting system including the preparation of monthly and year end statements.

Must have a good knowledge of computers, word processing and spreadsheet software such as Simply Accounting and Excel, etc.

Must be able to prepare budgets and long-range financial forecasts.

Must be able to interpret and supply financial directives and policy.

Must be able to compile statistical data.

Must be able to work under limited supervision

Must be proficient in both oral and written communication skills

Must be free to attend meetings and be willing to participate in relevant training programs.

Must be ready, willing to support the Financial Clerk.

Must actively practice and maintain an abstinent based healthy life style.

In accordance with the Human Rights Exemption, preference will be given to registered status Indians as defined in the Indian Act. Screening of applicants in effect which includes Police back ground checks.

If you have any questions, please email Ramona Gould at rgould@nadaca.ca or call at (902) 379-2267

Resumes & Applications of employment will be accepted until closing time (4:00 pm)

***ONLY SUCCESSFUL CANDIDATES WILL BE NOTIFIED* WE follow COVID 19 Provincial Guidelines**

DEADLINE:

Until position is filled

Please Submit Applications
Along with Resume and
two letters of reference to:

Native Alcohol & Drug Abuse Counselling Assn. of NS
Attn: Ramona Gould – Administrative Assistant/Office Manager
70 Gabriel Street, Eskasoni, Cape Breton, NS B1W 1H6
Email: rgould@nadaca.ca