



# CAMHS

Community Addiction and Mental Health  
Services of Haldimand and Norfolk

<b>POSTING NUMBER:</b> 2024-21	<b>POSTING DATE:</b> May 16, 2024	<b>RATE OF PAY:</b> \$27.60 to \$33.75
<b>POSITION TITLE:</b> Financial Administrator	<b>PROGRAM:</b> Administration	<b>POSITION STATUS:</b> Full Time
<b>REPORTS TO:</b> Operations Manager	<b>EMPLOYEE GROUP:</b> NON-UNION	<b>HOURS OF WORK :</b> 35/Week
<b>LOCATION:</b> Haldimand and Norfolk		

CAMHS-HN is seeking a flexible and adaptable individual with a background in financial administration, who will report directly to the Operations Manager. The Financial Administrator will plan, organize, direct, control, and evaluate the operation of financial and accounting departments. They will develop and implement the financial policies and systems of establishments. As the Financial Administrator, you will establish performance standards and prepare various financial reports for management. This position requires a self-directed individual and decision maker within their delegated area of authority.

## QUALIFICATIONS:

- A bachelor's degree or diploma in finance, accounting, business administration, economics, commerce or a related field (preferred).
- A minimum of 3 years' experience at a senior administrative level.
- CBA designation would be an asset.
- Experience in accounting, auditing, budgeting, financial planning and analysis or other financial activities is considered an asset.
- Recent financial administration experience.
- A high degree of integrity and discretion due to exposure to confidential and/or politically sensitive information.
- Ability to adapt to competing demands, while demonstrating the highest level of customer service.
- Demonstrated ability to establish and maintain productive professional relationships.
- Ability to work independently and collaboratively in a fast paced and demanding environment to meet deadlines with constantly shifting priorities.
- Ability to perform and prioritize multiple tasks seamlessly with exact attention to detail.
- Demonstrated strong organizational and time management skills.
- Competency in Standard corporate software (Microsoft Office – Word, Excel, PowerPoint, Outlook), database management, spreadsheets, presentation software, capabilities in data entries and searches.
- Critical thinking and problem-solving skills.
- Excellent interpersonal, professional verbal and written communication skills.
- Positive attitude, confident with a pleasant demeanor.
- Knowledge of the healthcare system is an asset.

## RESPONSIBILITIES: (Duties include, but are not limited to)

- Provide high-level financial administration support to the Operations Manager, Clinical Services Managers and CEO.
- Develop and implement the financial policies, systems, and procedures of CAMHS.
- Update and maintain financial related information in required software.
- Prepare or coordinate the preparation of financial statements, summaries, and other cost-benefit



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- analyses and financial management reports.
- Coordinate the financial planning and budget process and analyze and correct estimates.
- Evaluate financial reporting systems and accounting procedures and make recommendations for changes to procedures, operating systems, budgets, and other financial control functions to management.
- Notify and report to management concerning any trends that are critical to the organization's financial performance.
- Coordinates finance related tasks relating to new hires, transfers, terminations on timely basis to align with on-boarding/off-boarding timelines.
- Acts as an agency resource for all financial inquiries.
- Receive and organize communication, correspond with internal and external stakeholders, and advise and update staff on pertinent information while utilizing sound judgement skills and maintaining confidentiality.
- Embraces new challenges and has a diversity of skills that enable the ability to take on special projects.
- Other relevant duties as assigned.
- Input and maintain statistical information and general reports, ensuring accuracy and compliance with deadlines.
- Assist in orientation of new staff as required.

## **TO APPLY:**

- Submit a cover letter and updated resume via email to [CAMHSRESUMES@CAMHS.CA](mailto:CAMHSRESUMES@CAMHS.CA)
- All submissions must include the Posting Number and position title in the Email Subject line to be considered

## **POSTING CLOSING DATES:**

**Internal Candidates: May 23, 2023**

**External Candidates: Until Filled**

*All positions will comply and work in conjunction with the Mission, Vision, Goals and Objectives of Community Addiction and Mental Health Services of Haldimand and Norfolk (CAMHS)*

***...partnering for Mental Health and Addiction Wellness***

In order to ensure equal opportunities during the recruitment and selection process, CAMHS provides accommodations for applicants with disabilities, upon request.

**CAMHS THANKS ALL APPLICANTS FOR THEIR INTEREST.  
PLEASE NOTE, ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED**