



## SUPERVISOR, CORPORATE SERVICES

### Permanent Full-Time Position 35 Hours per Week Sudbury

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.

The Supervisor of Corporate Services plays a crucial role in driving the agency's data governance standards, managing day-to-day accounting operations, overseeing Human Resource functions, supporting decision-making processes, and optimizing operational efficiencies.

You will lead the budgeting process and collaborate with the Senior Leadership Team to align financial objectives with strategic initiatives, utilizing data-driven insights and recommending process improvements. You will review accounts payables and receivables, ensuring timely invoicing and payment collections to monitor cash flow. You will also manage the monthly closing process, collaborate with auditors for annual audits, and provide guidance to maintain internal controls and foster team development.

You will establish data governance frameworks, policies and procedures to ensure data quality, security, privacy, and compliance. You will also oversee Human Resource functions, including the development and implementation of policies, procedures, performance management systems, and payroll changes.

You hold a college diploma in Business Administration or Accounting (a university degree is considered an asset). You have a minimum of two (2) years' experience in the full accounting cycle.

The ability to communicate effectively in both official languages is considered an asset.

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

Pay range: \$44.80 to \$53.88 hourly.

Please apply in writing, by May 31<sup>st</sup>, 2024, to:

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