



Financial Officer
Full-time Permanent - 35 Hours / Week
Location – Town of Parry Sound

At the District of Parry Sound Social Services Administration Board (PSDSSAB), we are committed to providing caring human services that empower and enable the people we serve to improve their quality of life. As the Service Manager for the Province of Ontario, the PSDSSAB delivers Income Support, Housing Services, Early Learning and Child Care Services, and Women's Services. We are dedicated to upholding a respectful and inclusive workplace with PSDSSAB values, supporting our employees, and offering generous compensation, benefits, and pension packages. We also encourage ongoing professional development and a healthy work-life balance.

Located on Hwy 400, approximately two hours north of Toronto, Parry Sound is situated on the shores of Georgian Bay in the UNESCO-designated Georgian Bay Biosphere Reserve. Parry Sound is a vibrant and dynamic community to live, work, and play.

Overview of the Opportunity

The **Financial Officer**, under the direction of the Supervisor of Finance, is responsible for maintaining and reconciling a variety of accounting, financial, and administrative services for the District of Parry Sound Social Services Administration Board.

Required Qualifications Include

- Post-secondary diploma in Accounting, Finance, Business Administration, or a related field. (An equivalent combination of education, training, and experience may be accepted.)
- Minimum two years of financial experience.
- Completion of a recognized accounting designation is an asset.
- Excellent communication, troubleshooting, and organizational skills.
- Knowledge of GAAP (generally accepted accounting principles), budgetary practices and processes, government accounting and auditing practices.
- Knowledge and experience in computerized spreadsheets, accounting, and database applications, with the ability to create and maintain accounting spreadsheets.
- Ability to work under strict time constraints and ability to prepare accurate and timely financial information within targeted deadlines.
- Must be able to work independently and work effectively with a variety of individuals and groups, including all staff members.
- Ability to maintain a high degree of accuracy and confidentiality in reporting and managing financial information.
- Strong research, analytical, and problem-solving skills.
- Ability to travel throughout the District as required.
- **Please note:** Formal proficiency testing will be completed to evaluate proficiency level in Microsoft Excel and Accounts Receivable knowledge.

Principal Responsibilities Include

- Responsible for the Directly Operated Child Care revenue postings and accounts receivable reconciling. Researching and resolving differences, preparing monthly journal entries, and compiling statistics as required.
- Account reconciliation for different financial accounts (1301, 1400, intercompany, etc.), ensuring accuracy and compliance with accounting standards.
- Responsible for monthly reconciliation of the organization's financial bank accounts.
- Cash receipts processing and bank accounts receivable processing.
- Assist with setting up, updating, and maintaining all Financial Systems ledgers and accounts.
- Create, update, and analyze financial spreadsheets as required, and perform data entry to produce various financial reports for management purposes as requested.
- Prepare and post journal entries as needed.
- Manage data, records, and reports by checking for errors and verifying the accuracy of information.
- Processing government HST remittance and reconciliation of HST accounts.
- Assist auditors for the DSSAB with the year-end audit process and ensure that financial records and accounts analysis are completed and available for inspection and review.

A full copy of the job description, including full qualifications and responsibilities, is available upon request from [**jobs@psdssab.org**](mailto:jobs@psdssab.org)

- Remote work is not available for this position.

We are proud to offer the following to our permanent employees

Comprehensive benefits package (including dental, vision, paid sick time), OMERS Pension with 100% matching contributions, generous vacation entitlement, employee wellness, Employee Assistance Program, and professional development.

Starting Wage

\$75,038.59/ annually

Classification

Non Union – Salary Grade B
Status – Full-time Permanent
This is a vacancy

Please submit a cover letter & resume referencing job ID 25N-04 by December 31, 2025

Attn: Danielle Villeneuve, CHRP, Director of Human Resources, Email: [jobs@psdssab.org**](mailto:jobs@psdssab.org)**

1 Beechwood Drive, Parry Sound, ON P2A 1J2

To view other employment opportunities, visit [www.psdssab.org/employment**](http://www.psdssab.org/employment)**

We thank all applicants for their interest in this position; however, only those selected for an interview will be contacted.

Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. M.56, and will only be used to determine employment eligibility. Questions about the collection of information may be directed to the Privacy Officer at 705-746-7777 Ext. 5264.

The DSSAB welcomes and encourages candidates from First Nations, Métis, and Inuit, racialized and LGBTQ2S+ communities, women, and people with disabilities. The DSSAB is committed to an inclusive and barrier-free recruitment process and work environment. In accordance with the AODA, if you require accommodations, please contact the HR department. As a designated employer under the French Language Services Act, we are committed to providing clients with access to our programs and services in French. Bilingualism is considered an asset for all positions.

