



**Compass Community Health** offers primary care health services and health promotion programs to diverse communities and individuals.

We are currently seeking a:

**Financial Assistant, Level II**  
**Permanent – Full Time (37.5hrs/week)**  
**Annual Salary Range: \$48,447 - \$56,997**  
**Hourly Salary Range: \$24.84 - \$29.23**

**What we're looking for:**

- A self-motivated, finance professional with a get-things-done attitude!
- Strong financial and administrative experience; ideally in the not for profit sector;
- Excellent communication skills and works well with an interdisciplinary healthcare team;
- College Diploma in Accounting / enrollment in Chartered Professional Accountants (CPA) program or combination of other educational credentials and experience.

**What you can expect to do:**

- Responsible for overseeing bookkeeping operations including Accounts Payable and Accounts Receivable, payroll processing and remittances as required;
- Taking a lead role with preparation of financial statements and reporting; both internally & externally
- Be part of an innovative, learning and caring culture!

We invite you to review the **Financial Assistant, Level II** job description on our website under Careers at <http://www.compassch.org/> for additional job related information.

In return for your results-orientation and dedication, we offer a competitive salary based on experience and qualifications. We also offer a comprehensive benefits package and a HOOPP pension plan.

**Please respond in confidence by Friday, December 29, 2023 at 4:00 pm to:**

Human Resources Specialist

Email: [hr@compassch.org](mailto:hr@compassch.org)

We thank all applicants for their interest, only those selected for an interview will be contacted.

Compass Community Health is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources at 905-523-6611 ext 3033 if you require accommodation.