



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 I
Permanent – Full Time (37.5hrs/week)
Annual Salary Range: \$44,022 - \$51,789
Hourly Salary Range: \$22.58 - \$26.56

What we're looking for:

- A self-motivated, financial 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 (or near completion) in Accounting or combination of other educational credentials and experience.

What you can expect to do:

- Responsible for bookkeeping operations including Accounts Payable and Accounts Receivable and payroll processing
- Assist with preparation of financial reporting
- Coordination and processing of purchase order requisitions;
- Support the management of bus tickets, petty cash, food vouchers, stamps, etc.
- Responsible for annual reconciliation of charity receipts and donor tracking;

We invite you to review the **Financial Assistant, Level I** 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 Wednesday, May 31, 2023 at 4:00pm to:

Human Resources Specialist
Email: 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.