



**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 (37.5 hrs/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 Friday, August 15, 2025, at 4:00pm 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.