

EMPLOYMENT OPPORTUNITY

FINANCE & ADMINISTRATION COORDINATOR

The Prince Edward Island Fishermen's Association is seeking the services of a **Finance & Administration Coordinator**.

Responsibilities include:

- Provide the Board with timely, accurate and complete financial information on monthly basis
- Liaison with bank representatives and other third-party providers
- Administrative duties as required
- Coordination and preparation for annual audit
- Responsible for all day-to-day financial transactions including:
 - Processing Revenue invoices and receipts
 - Ensure accurate billings to customers
 - Monthly bank and credit card reconciliations
 - Processing accounts payable and expense claims
 - Preparation and submission of claims for funding sources
 - Preparation of monthly HST remittances
 - Providing information to payroll service provider on bi-weekly payroll for employees, submission of monthly union dues, RRSP and other employee benefits

Requirements:

- Diploma in accounting or business administration
- Minimum of 3 years or related work experience
- Proficient with Sage and MS word and excel
- Excellent organizational skills
- Ability to multi-task, handle sensitive and confidential information and prioritize

Compensation: \$49,550.00 - \$53,000 annually, plus benefits. The selected candidate will require a background check and must be bondable. This is a unionized position.

If interested, please email a cover letter and resume with subject heading "**Finance & Administration Coordinator**" to careers@mrsbgroup.com by **July 25th, 2023**.

We thank all candidates for their interest; however, only those selected for interview will be contacted.

M | R | S | B

APPLICATIONS CLOSE JUNE 12, 2023