



Mental Health & Autism Services  
for Children & Youth  
Services de santé mentale et  
d'autisme pour enfants et jeunes

## Maltby Centre – E2021-02

### Manager, Finance

Kingston, Ontario

**Job Posting Number**

E2021-02

**Position Type**

Regular Full-time

**Salary**

Ranging from  
\$80,908 to \$94,938  
annually

**Benefits**

Healthcare of  
Ontario Pension Plan

[www.maltbycentre.ca](http://www.maltbycentre.ca)

**Closing Date:**

February 1, 2021

Maltby Centre is the lead regional agency for Mental Health and Autism Services, with an experienced and compassionate team of professionals who provide high quality, community based health and support services to children and youth in Kingston, Frontenac, Lennox & Addington (KFL&A). Formerly known as Pathways for Children & Youth, Maltby Centre is a registered charity and not-for-profit agency established in 1996 and funded in part by the Ontario government. Through the work of over 140 dedicated staff, Maltby Centre creates possibilities for change in young lives.

Reporting to the Director of Finance & Corporate Services, the Manager, Finance monitors the day-to-day financial operations within the Agency and carries out internal financial reporting, general ledger reconciliations, income statement analysis, government submissions, accounting system maintenance and ministry reporting. The Manager also provides oversight for the day-to-day accounting activities within the department including payroll, accounts payable and accounts receivable. Support, mentoring and supervision for members of the finance team and back up to the Director of Finance are also provided.

As our ideal candidate, you are focused on providing exceptional customer service and possess superior analytical skills and attention to detail along with advanced proficiency in the utilization of Microsoft Office software. You hold a Degree in Business Administration or related area of study along with an accounting designation or close to achieving your designation. Your minimum 5-years' experience in progressively responsible accounting roles has provided you with the opportunity to develop in-depth knowledge of Sage Financial Software as well as sound supervisory skills.

To explore this exciting opportunity at Maltby Centre further, please submit a cover letter and résumé, quoting the job posting number to:

The Hiring Committee, Maltby Centre

Email: [hr@maltbycentre.ca](mailto:hr@maltbycentre.ca)

Maltby Centre is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, Maltby Centre will provide accommodation throughout the recruitment, selection and/or assessment process to applicants with disabilities.

We appreciate the time and effort in applying; however, only applicants selected for interviews will be contacted.