



**Manager of Finance  
Permanent Full-time Position  
Lennox & Addington Seniors Outreach Services Inc. (L&A SOS Napanee, On)**

L&A SOS is a not for profit, charity based organization funded by the South East Local Health Integration Network (SE LHIN) to provide services to seniors and their caregivers that assist with their independence in the home.

The Manager of Finance will be responsible for all the financial management, reporting, and all financial transactions. This role reports to the Executive Director and maintains a strong working relationship with the SE LHIN.

**Experiences and Skills:**

- Business Diploma or Degree in Accounting and a CPA designation;
- Strong knowledge of Microsoft Great Plains; HRIS: MIS;
- Extensive experience in maintaining a balanced budget;
- Five (5) years of experience in financial management in a not for profit setting, preferably in a health related organization;
- Proficiency in planning, organizing and directing daily financial operations, and monitoring financial control systems;
- Ability to meet tight deadlines in a fast-paced environment;
- Give strong attention to detail and ability to work under pressure;
- Knowledge of Nesda Track computer data base system would be an asset

\$75,000-\$85,000 based on experience and an excellent benefit package.

Please submit a cover letter and resume to:  
Wendy McDonald  
Executive Director  
L&A Seniors Outreach Services  
12 Richmond Park Drive, Napanee, On K7R 2Z5  
Email – [wendy@lasos.ca](mailto:wendy@lasos.ca)

Deadline for applications is May 31<sup>st</sup> 2018. Thank you to all applicants. Only those selected for an interview will be contacted.