



JOB POSTING DETAILS

Employer	Canadian Mental Health Association, Sault Ste. Marie (Canadian Mental Health Association, Sault Ste. Marie)	Job Type	JMP
Job Title	Business Administration and Finance Intern	Duration	Full Time, Contract
ES Job ID	13682	Location	Sault Ste. Marie
Date Posted	November 18, 2022	Closing Date	January 6, 2023

Job Overview - Description & Duties

Job Class: Business Administration and Finance Intern
 Reports to: Chief Executive Officer
 Location: 386 Queen Street East, Sault Ste. Marie, Ontario
 Terms of Employment: Temporary, Full-Time (52 weeks)
 Salary: \$26.00/hour

Summary of Function:

CMHA Algoma is seeking a Business Administration and Finance Intern to assist the leadership team by performing a variety of entry-level financial and administrative tasks. This position is ideal for an individual that has a strong interest in non-profit organizations.

Major Responsibilities - Areas of Expected Competency - Demonstrated and Evidenced by:

- Participate in the organization's day-to-day operations, including general office administration, accounting, reporting and human resources functions.
- Provide finance support through the maintenance of the general ledger, accounts payable, accounts receivable and payroll.
- Maintain accurate information for all financial transactions.
- Prepare budgets, forecasts, and reports.
- Support human resources related activities such as updating the HRIS system, participating in the recruitment process, and developing policies and procedures.
- Provide general administrative assistance and support to the Chief Executive Officer and Director of Service.
- Identifying gaps and areas for process improvement.

Required Skills

Education/Certification

- A degree or diploma in business administration, finance/accounting, human resources, or related field.

Experience

- Candidate must have not previously participated in an NOHFC funded internship in the 2020 Mandate.
- Candidate must be a new entrant into the workforce, are transitioning to a new career, unemployed or underemployed who are entering a new field.

Knowledge, Skills, and Abilities

- Excellent organizational and time management skills.
- Excellent interpersonal, communication, organizational and research skills.
- Ability to prioritize and schedule workload to ensure completion of tasks.
- Ability and flexibility to work independently on a range of tasks within specified time frames and deadlines.
- Ability to assess situations to determine the importance, urgency, and risks, and make clear decisions.
- Ability to respect the confidentiality of clients and of employer interests, including organizational personnel matters.
- Ability to follow written and oral instructions.
- Detail oriented and a team worker.
- Excellent computer skills and competency in Microsoft Office.

Other Requirements

Other

- Candidate must be 18 years of age or older.
- Candidate must be legally eligible to work in Canada.
- Once hired, the candidate must reside in the Northern Ontario community in which they are employed.
- Acceptable Police Vulnerable Sector Check upon hire and to be maintained throughout employment.
- Ability to provide effective client services in English and French, is preferred.
- Valid driver's licence.
- Able to meet the essential physical requirements of the position including the ability to work in an office setting and sit for long periods during meetings, keyboard for lengthy periods

How to Apply

Please forward a covering letter and resume, by email only, no later than Friday, January 6th, 2022.

Angela Quizi, Manager of Human Resources
Canadian Mental Health Association - Algoma
Email: hr@cmhassm.com

CMHA values diversity and is an equal opportunity employer. CMHA is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act.