Employment Opportunity

POSITION: Manager, Finance & Administration
TERM: Full Time Permanent
START DATE: Immediately

Summary

Located in Happy Valley-Goose Bay, the Labrador North Chamber of Commerce (LNCC) has been Central Labrador's business and regional economic development voice for more than 60 years. With our strong advocacy efforts and highly successful initiatives, the LNCC is one of the most progressive and influential Chambers of Commerce in the country. For more information, please visit www.chamberlabrador.com.

The LNCC is currently seeking a qualified individual for the exciting position of **Manager of Finance & Administration** to manage all financial-related activities of the LNCC while offering strategic financial advice and planning. The successful candidate will report directly to the Chief Executive Officer.

Duties and Responsibilities

- Researches, analyzes and monitors the financial position of the LNCC;
- Daily bookkeeping with Simply Accounting software;
- Payment processing, accounts payable, accounts receivable;
- Preparation and distribution of monthly statements;
- Account collections;
- Other financial-related activities as required;
- Oversee general building operations and maintenance, including garbage collection, security and tenants;
- Manage and maintain relationships with suppliers and contractors;
- Manage registration finances for various LNCC events including the annual Expo Labrador Conference & Trade Show;
- Coordinate work of staff as it relates to finance and operations functions;
- Support the day-to-day operations of the LNCC as required;
- Represent the LNCC at various relevant events and conferences

Qualifications

- Valid driver's license and access to a reliable vehicle
- Post-secondary education in business administration or finance; or 3-7 years related experience and/or training; or equivalent combination of education and experience;
- Strong computer skills and demonstrated use of Microsoft Office;
- Experience using Simply Accounting and QuickBooks (training can be provided);
- Must be organized, self-driven, personable and innovative;
- Knowledge of principles and practices of bookkeeping, accounting, budgeting, and financial management;
- Excellent decision-making and communications skills (both oral and written) are a must;
- Effective multitasking and time management skills required.

Working Conditions

Small office environment with a supportive and collaborative team. This position is based in Happy Valley-Goose Bay, though travel within as well as outside of the province may be required 1-2 times annually.

Benefits

The LNCC offers a competitive salary as well as an excellent benefits program:

- Group RRSP - matching employee/employer contribution to max. of 5% of gross salary
- Health & Dental - employee/employer cost-sharing at 50/50
- Flexible leave including 15 days of vacation
- Bankable overtime/ time in lieu
- Above average paid holidays
- Various on and off-site employee wellness activities
- Training and Development Program
- Employee Wellness Program
- Dependent Scholarship Program

How to Apply

Please send cover letter and resume to Julianne Griffin, CEO, at ceo@chamberlabrador.com by **4:30pm on Wednesday, April 30.**

Equal Opportunity Employer

The LNCC is an equal opportunity employer that is committed to fair, respectful, and unbiased treatment in the workplace. The LNCC is a Safe Space for gender expression, sexual orientation, and gender identity.