

## **JOB POSTING**

### **Miramichi Salmon Association Finance Coordinator**

**Closing Date: December 16<sup>th</sup>, 2022**

**The Miramichi Salmon Association (MSA) is seeking a Finance Coordinator for its operations.**

**This position will be based at our South Esk office. This position is for 40 hrs per week, full time, and permanent.**

#### **Roles and Responsibilities**

The Finance Coordinator will be responsible for biweekly payroll, processing invoices and payments, collaborating with an external accountant for year end financial statements, compiling quarterly financial reports with the President, managing accounts receivables and accounts payable, coordinating with the President to create and manage budgets, working with MSA staff members to plan and manage finances from fundraising events, assisting the President with project management for program financials, attending board meetings when necessary, participating in staff meetings, performing general financial record keeping using Simply Accounting, coordinating with staff members to account for donations, process credit card payments, prepare and submit HST remittance, prepare records of employment where necessary, assisting staff with preparing and sending tax receipts, preparing annual charity returns, updating insurance policies and processing payments when applicable, processing WorkSafe NB payments, working with the President to perform day-to-day banking tasks, and completing other assigned duties and responsibilities as identified by supervisor.

The ideal candidate will have previous experience with these roles and responsibilities and be familiar and comfortable with using Simply Accounting. The Finance Coordinator must be able to work independently and as a team member. Experience working with non-profit organizations and boards would be an asset.

#### **To Apply**

Please email your resume and cover letter to Robyn McCallum, MSA President, at [robyn@miramichisalmon.ca](mailto:robyn@miramichisalmon.ca) by 4:30 pm on Friday, December 16<sup>th</sup>, 2022. Please include at least two (2) references that may be contacted.

We thank all applicants for their interest, however, only successful candidates will be contacted for interviews.