

**Job Opportunity: Finance Coordinator****Miramichi Salmon Association****Location: Miramichi or Fredericton, NB****About the Organization**

The MSA is a non-profit organization dedicated to the conservation, protection, and restoration of wild Atlantic salmon and their habitat in the Miramichi River system. For over 70 years, MSA has played a critical role in science-based conservation initiatives and community engagement across the watershed.

Position Overview

MSA is seeking a **Finance Coordinator** to manage and oversee the financial administration of the organization. This is a **full-time, permanent position (40 hours/week)**. The successful candidate may work from our **South Esk office (Miramichi)**, our **Fredericton location**, or remotely. A salary range of **\$45,000 to \$55,000** will be considered, based on experience and qualifications.

Key Responsibilities

The Finance Coordinator will report to the President and will be responsible for the following duties:

- Administer bi-weekly payroll for staff
- Manage accounts receivable and accounts payable in a timely and accurate manner
- Collaborate with the external accountant to complete year-end financial statements
- Prepare quarterly financial reports in collaboration with the President
- Work with the President to develop and manage annual operating and project budgets
- Support financial planning and reporting for fundraising events in coordination with staff
- Assist the President with project financial management, including grant-related reporting
- Maintain accurate financial records using **Sage 50 (Simply Accounting)**
- Prepare and submit HST and WorkSafeNB filings; process employer remittances
- Generate Records of Employment (ROEs) as needed, as well as T4/T4 summary at year-end
- Reconcile bank account and credit card statements
- Complete the annual charity return with the Corporate registry
- Attend board meetings and staff meetings as required
- Coordinate updates to insurance policies and ensure timely premium payments
- Assist with day-to-day banking activities alongside the President
- Perform other administrative and financial duties as assigned by the President

Qualifications

- Demonstrated experience in financial administration or accounting
- Proficiency with **Sage 50 (Simply Accounting)** is required
- Strong organizational skills and attention to detail
- Ability to work both independently and collaboratively with a small team
- Experience working with non-profit organizations and boards is an asset
- Excellent communication skills and discretion in handling confidential information

To Apply: Please submit your **cover letter, resume**, and contact details for **two (2) professional references** to:

Butch Dalton, President, Miramichi Salmon Association

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