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Job Opportunity

Attention Bookkeepers and Accountants

The Algonquin Forestry Authority (AFA) is seeking a motivated and experienced bookkeeper to fill an opportunity in the Financial Officer position to operate AFA's financial system.

The AFA is the Ontario Crown agency responsible for sustainable forest management in Algonquin Provincial Park. Our responsibilities include harvesting and distribution of wood products to mills in communities adjacent to the Park, as well as forest management planning, silviculture and compliance monitoring.

Position and Work Location: Financial Officer, Huntsville

Posting Dates: February 19 to March 12, 2021.

Approximate Start Date: April 1, 2021.

Applications Due: ~~No later than 4:00pm, March 5, 2021.~~ **Note: EXTENSION March 12, 2021**

Brief Job Description:

Reporting to the Treasurer in Huntsville, the incumbent provides financial, payroll, benefits, budgetary, human resources and administrative support functions in support of the effective and efficient financial management for the AFA.

Compensation: Subject to a 36.25 hour work week and a salary based on qualifications and experience within the approved salary range of \$55,708 to \$65,979 per year.

Interested persons must demonstrate how they meet each of the following criteria:

- Demonstrated applied knowledge of payroll, bookkeeping and generally accepted accounting principles and practices, usually acquired from 2nd or 3rd year accounting education (CPA) and/or equivalent experience in payroll administration.
- Interpersonal skills and the ability to communicate effectively verbally and in written form.
- Experience tracking costs and writing reports using various Microsoft applications.
- A working knowledge of the OH&S Act, applicable legislation for office environments.
- Experience working in an Ontario government accounting position would be an asset.



Applications consisting of a covering letter and resumé must be received no later than 4:00 p.m. March 12, 2021. Interested candidates may apply in confidence to:

Tim Doyle, Treasurer
Algonquin Forestry Authority
222 Main St. W., Huntsville, ON P1H 1Y1
email: tim.doyle@algonquinforestry.on.ca

We thank all candidates for their interest, however only those selected for an interview will be contacted.

The AFA is an equal opportunity employer. If you require a disability-related accommodation, contact the AFA General Manager at the address above.