



# WE'RE HIRING

UNITED WAY NEWFOUNDLAND AND LABRADOR

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FINANCE OFFICER  
APPLICATIONS CLOSE SEPTEMBER 30TH, 2021

LET'S SEE YOUR #LOCALLOVE!



## United Way Newfoundland and Labrador

United Way Newfoundland and Labrador (UWNL) exists to improve lives and build community by engaging individuals and mobilizing collective action. UWNL has been helping to support and advocate for our local communities for over 15 years and has invested over 7 million dollars so far in NL, focused on three main goals:

- Moving people from **Poverty to Possibility**
- Building **Healthy People, Strong Communities**
- Helping kids be **All That Kids Can Be**

We are looking for an energetic, enthusiastic, and experienced person to join the UWNL team as our **Finance Officer**. Reporting directly to the Executive Director, you will be responsible for the overall financial operations of UWNL including all accounting and payroll functions, budgeting, audit preparation, tax filings and managing the donor pledge/designation process.

**This is a part time position - 25 hours per week (flexible days).**

### **What you bring:**

- Professional accounting designation. Preference will be given to applicants with CPA designation.
- Experience working in the non-profit/charitable sector is an asset.
- Strong knowledge of computer financial software programs including MS suite of products and SAGE 50.
- Excellent written and verbal communications skills
- Proven attention to detail
- Demonstrated ability to work independently, manage multiple tasks and meet deadlines.

### **What we offer:**

- Competitive Salary
- Flexible Work Schedule
- RRSP Contribution Match
- Health and Dental Benefits Plan
- Annual Wellness Benefit
- Generous Vacation/Leave Benefits
- An opportunity to make a difference in the lives of those who need a hand up.



**United Way**  
Newfoundland  
and Labrador

If you're ready for a new and rewarding challenge we'd like to hear from you. Please forward your resume to:

**[careers@nl.unitedway.ca](mailto:careers@nl.unitedway.ca)**

**Applications will be accepted until Sept 30th, 2021.**

Should you require accomodation in the application process, please email us at [info@nl.unitedway.ca](mailto:info@nl.unitedway.ca)

**Please Note:**

United Way Newfoundland and Labrador values inclusiveness and diversity in our team. We strictly prohibit harassment and discrimination based on gender, sexual orientation, ethnicity, disability, religious beliefs, or any other protected characteristic as outlined by federal and provincial laws.

All potential candidates must present a Certificate of Conduct with a Vulnerable Sector check prior to any offer of employment being finalized.