



United Way of Peterborough & District Director, Finance & Administration Full Time Job Opportunity

United Way operates as an open, dynamic, high functioning team that values resourcefulness, creativity, and integrity. Our mission is to improve lives and build community by engaging individuals and mobilizing collective action.

The Director, Finance & Administration will manage the financial and administrative functions of the organization. This highly-motivated individual will be responsible for developing and implementing work plans in accordance with the strategic direction of the organization. As a member of the senior management team reporting to the CEO, the successful candidate will ensure that the organization operates with optimal efficiency and effectiveness.

Areas of responsibility include Finance/Accounting, Human Resource Management, Information Technology, and oversight of systems and processes in accordance with policies and procedures.

The successful candidate must have an accounting designation or a degree in business administration or equivalent experience/education. The candidate of choice must be an organized, multi-tasking individual with at least five years experience in management.

We are looking for someone with excellent communication and interpersonal skills, the ability to manage multiple projects in an ever-changing complex environment, and capability to commit to the team. Experience working with not-for-profit organizations, familiarity with Accpac software, and donor database programs is an asset.

Please apply in confidence by December 15, 2011.

Jim Russell, CEO
United Way of Peterborough & District
277 Stewart St., Peterborough, ON K9J 3M8

Or email your application to: jrussell@uwpeterborough.ca

A copy of the job description is available at www.uwpeterborough.ca.

The United Way is an equal opportunity employer.
While we thank all applicants, only those selected for an interview will be contacted.