



## **Administration Division Finance Specialist I**

We are currently looking for a **Finance Specialist I** who will work from our Administration office at 142 Military Road. Under the direction of the Director of Corporate Services, the Finance Specialist will provide essential support services to accounting and financial operations. You will prepare, maintain and process a wide range of financial transactions and technical accounting work.

As a Finance Specialist, you will perform a range of tasks in areas such as accounts payable, accounts receivable, donations receipts and financial reporting for Stella's Circle and Stella's Circle Foundation.

Duties include but are not limited to:

- Responsibility for the accounts payable function for the organization, including posting invoices with appropriate backup, preparation of weekly payment runs, and liaising with Administrative Assistants to ensure that payables requirements are followed;
- Prepare invoices for select Stella's Circle contracts;
- Enter donations and prepare donation receipts;
- Maintain official tax receipting;
- Assist in preparation of annual audit;
- Analyze general ledger accounts and prepare adjusting entries;
- Prepare reconciliation reports and other accounting functions while maintaining an efficient accounting filing system;
- Reception duties, including answering front door and reception phone and opening and distributing of mail;
- Other support as required by the Director of Corporate Services.

The successful candidate will have a post-secondary diploma in Business Administration or Accounting along with a strong knowledge of the Sage 300 ERP accounting system. Equivalencies may be considered. You must have a minimum of 5 years' experience in a similar role. You must have strong computer skills and are comfortable with the Microsoft Office Suite, with extensive use of Excel. You have excellent interpersonal, communication and organizational skills and enjoy working as part of a team in a fast-

paced environment. A valid driver's license would be an asset but is not required. You must be able to satisfy the requirements of specific screening necessary for the position including a Certificate of Conduct, Vulnerable Sector Check and Enhanced Reliability Status for the Government of Canada.

Please send cover letter and resume by Monday, January 24, 2022 at 5pm to:

Human Resources Specialist  
Stella's Circle  
142 Military Road  
St. John's, NL A1C 2E6  
Fax: (709) 738-7808  
[Recruitment@StellasCircle.ca](mailto:Recruitment@StellasCircle.ca)  
[www.StellasCircle.ca](http://www.StellasCircle.ca)

#### [About Stella's Circle](#)

Stella's Circle is a leading community organization that works with over 1000 participants each year, providing employment services, residential and non-residential counseling and supportive housing. Our organization has over 125 dedicated staff and 70 volunteers operating within a \$9 million budget. Details: [www.StellasCircle.ca](http://www.StellasCircle.ca)

Stella's Circle is proud to be an equal opportunity employer that embraces diversity. We are committed to creating an inclusive environment for all individuals, and ensuring full and equal participation for each individual in our community. We treat all people with respect and dignity, and recognize their rights, opinions, experience, knowledge, and competence. Stella's Circle encourages applications from all qualified people, including racialized people, people of diverse sexual orientations and gender identities, Indigenous Peoples, those with physical and mental illness and/or challenges, and those who face any systemic barrier.