



# Central Alberta PREGNANCY CARE CENTRE

## WE'RE HIRING!

The **Central Alberta PREGNANCY CARE CENTRE** is seeking a **Finance Manager** for our **Red Deer Office** location.

**Hours of work:** 0.8 FTE (Monday through Thursday, 9:00 AM – 5:00 PM)

**Remuneration:** \$25.50 - \$34.50/hour, based on experience and qualifications

### QUALIFICATIONS

- Certificate/Diploma in Accounting/Bookkeeping
- Payroll Certification and/or experience
- Five years experience in accounting and/or bookkeeping roles
- Adheres and knowledgeable in GAAP, CRA and financial legislation
- Professional attitude with leadership skills and the ability to support multiple staff
- Ability to multi-task and manage competing deadlines
- Familiarity with the unique environments and challenges of a not-for-profit organization
- Proficiency in Accounting/Payroll software and the ability to learn new programs

### INTERESTED?

For more information on this opportunity and to view a full Position Profile contact [stephanie@pregnancycare.ca](mailto:stephanie@pregnancycare.ca)

Resume and cover letter may be forwarded to [stephanie@pregnancycare.ca](mailto:stephanie@pregnancycare.ca) or mailed to 5116 47 Street, Red Deer, Alberta T4N 1R9

Only those qualifying for an interview will be contacted.

The Central Alberta PREGNANCY CARE CENTRE is a registered Christian charity dedicated to upholding the sanctity of all human life. Staff and volunteers adhere to core documents, including a Statement of Faith.

The CAPCC serves women and their families regardless of their circumstances, age, gender, culture, religion, race, income, or education level.

**Posting will remain open until a suitable candidate is found.**