



Manager of Corporate Services

Join our high performance team here at the provincial office of the Newfoundland and Labrador division of the Canadian Mental Health Association as our **Manager of Corporate Services**.

This position reports to the Executive Director and is responsible for all financial and office administrative services supporting the work of the organization.

Education and Experience:

- Strong financial management and analysis skills
- In-depth accounting knowledge
- University Degree or Diploma in a related area with an accounting designation
- A minimum of three years related experience, preferably in the non-profit sector

Skills and Abilities:

- Knowledge and proficiency in various software packages such as Simply Accounting, Excel, Word, Power Point
- Effective in a deadline driven, team environment
- Sound judgment for problem solving
- Strong oral and written communication skills
- Strong organizational abilities

Send Cover Letter and Resume to:

**Executive Director
Canadian Mental Health Association
Newfoundland and Labrador Division
95 Bonaventure Avenue
Suite 302
St. John's NL
A1B 2X5
No emails please
www.cmhanl.ca
See website for job description**