



**Brockville, Ontario**

St. Lawrence Lodge on the St. Lawrence River, in the picturesque 1000 Islands region of Eastern Ontario, offers a great place to live and work! This modern 224 - bed municipal Long Term Care Home, is seeking the following manager to join its leadership team:

**Manager, Administration Services**

The incumbent manages the business office operations, including Payroll, through 3 colleagues and supports the Committee of Management as the Executive Secretary. Responsible for the organization's and foundation's financial controls to ensure reporting compliance with government regulations and GAAP. The Manager is accountable for financial forecasts, analysis, budgets and funding applications. S/he is also the onsite network system administrator and oversees provision of specific resident services.

The successful candidate will have the following qualifications and experience:

- University degree in Accounting or Finance with a minimum of 3 years progressive supervisory experience. A professional accounting designation would be a definite asset.
- Proven leadership skills and demonstrated ability in office administration efficiency and fiscal management support.
- Demonstrated ability to handle multiple priorities while meeting important deadlines.
- Well honed presentation and communication skills.
- A go to person on computerized information systems and familiar with MOHLTC and LHIN reporting requirements.

Interested candidates should forward their resume in confidence to:

Tom Harrington  
Administrator  
St. Lawrence Lodge  
Bag Service 1130  
Brockville, Ontario  
K6V 5W2  
By fax at 613-345-1029  
Or email: [tharrington@stll.org](mailto:tharrington@stll.org)

**Please apply in writing by Aug. 12, 2010**

We thank all applicants for their interest. Only those selected for an interview will be contacted.