



# Finance Support Specialist

Corporate Services  
Full-Time Indeterminate Position

## About Us

SNOLAB is an international facility for world-class underground physics research and has an expanding programme in astroparticle physics and underground science. Located in an air-conditioned clean room 2 km underground in the Vale Creighton Mine near Sudbury Ontario, with a suite of surface facilities and laboratories, SNOLAB is currently preparing for the next generation of experiments focusing on neutrino studies and the search for galactic dark matter.

## The Position

Under the direction of the Senior Finance Officer, the Finance Support Specialist is responsible for providing finance support, generating required reporting through the organizations' accounting software system, supporting the organizations procurement processes, and general administrative support to the finance group. Finance support will include reimbursements, relocation, and processing all travel expenses. Additionally, the position will perform duties related to the reconciliation of Corporate VISA's and Cell Phones.

The position will also have the responsibility of learning the organizations accounting, procurement and financial management systems, and engaging with all departments to generate and maintain quality data for budget holders and in the system.

## Criteria

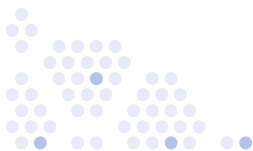
### Education:

College diploma in accounting or an equivalent combination of education and experience.

### Experience:

Relevant experience working in the Finance or Accounting fields.

Experience working in accounts receivable.



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☎ 705.692.7000 🖱 [www.snolab.ca](http://www.snolab.ca)

Significant knowledge of working chart of accounts.

Experience with corporate finance software.

Experience working in an administrative role.

Experience generating reports using corporate finance software is an asset.

## Salary Range

Salary will be determined by qualifications and experience and includes an attractive benefits package. Relocation assistance will be determined in accordance with SNOLAB policies. To meet operational needs, shift work may be required.

## To Apply

All applications must be submitted to [jobs@snolab.ca](mailto:jobs@snolab.ca). **Please do not fax or mail your applications.** By applying to the e-mail address, your application becomes available to managers immediately. Interested candidates should include a cover letter and resume.

## Closing Date

The posting will remain open until the position is filled, but review of applications will commence on **January 4, 2021**. SNOLAB thanks all applicants for their interest, however, only those candidates considered for an interview will be contacted.

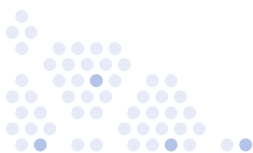
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SNOLAB is committed to equity in employment and encourage applications from all qualified applicants, including women, Indigenous persons, members of visible minorities and persons with disabilities. In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents.

SNOLAB will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs.

Further information about SNOLAB may be found at [www.snolab.ca](http://www.snolab.ca)

**Posting Date: Friday, December 18, 2020**



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