



# Senior Finance Officer

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

Reporting to the Chief Business Officer, the Senior Finance Officer is responsible for collecting, analyzing, and administrating financial information in order to provide adequate financial reports, appropriate budget allocations, and accurate financial statements. The SNOLAB Senior Finance Officer administers the SNOLAB Purchasing System and is responsible for overseeing an effective corporate finance system.

## Criteria

### Education:

Bachelor's Degree in commerce, Accounting or equivalent is required.

Professional Designation (CPA) is required.

### Experience:

Minimum of four years of progressive financial management experience is required

Demonstrated experience and skills with budget preparation and analysis, financial reporting preparation and presentation, and the proven ability to translate technical financial data into informative reports.

Strong accounting skills and experience, including management of general ledger, journal entries, payables and balance sheet.



📍 Creighton Mine #9, 1039 Regional Road 24, Lively, ON P3Y1N2  
☎ 705.692.7000 🌐 [www.snolab.ca](http://www.snolab.ca)

Advanced computer skills in MS Office programs, particularly Excel

Prior staff supervisory experience and strong organizational skills are desired  
Excellent oral and written English skills.

Previous knowledge of ACCPAC SAGE, Dynamics GP, Reqlogic and AcQuire will be an asset.

Experience at a NPO 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 **February 5, 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: January 22, 2021**



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