



Business Manager

Ukrainian Museum of Canada

Position Type

Full Time
Permanent

Closing Date

March 22, 2018

Contact

CEO
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The Ukrainian Museum of Canada, Saskatoon is one of Canada's foremost heritage institutions serving the Ukrainian Canadian and greater global community. The museum is currently seeking a Business Manager to join its dynamic team.

We are recruiting a mature individual capable of performing core functions that implement established financial systems and accounting procedures, monitors financial reporting systems, evaluates procedures, operating systems, budgets and other financial control functions.

This individual will assist with the preparation of the annual budget, monitor revenues and expenditures, oversee investments and manage donation, membership and mail records.

The successful candidate will have the demonstrated ability to prepare accounting and financial reports, possess computer literacy in use of appropriate programs and strong abilities to prepare effective oral and written reports. Must be a self-starter and able to work independently.

Candidates who are in an accounting, bookkeeping or Museum financial role will be considered. Proficiency in English and an understanding of Ukrainian heritage communities would be an asset. Must be bondable.

Please contact us before March 22, 2018 with salary expectations and three references. A complete job description for this full-time position is available upon request. We thank all applicants for their interest, however, only those candidates being considered for an interview will be contacted.