NSRDDA | Nova Scotia Regulator of Dentistry and Dental Assisting

Job Posting - Finance and Office Administrator (FAO)

The Nova Scotia Regulator of Dentistry and Dental Assisting (NSRDDA) is the provincial regulatory authority responsible for protecting the public interest in matters related to the delivery of dental care. We do this by ensuring dentists and dental assistants provide safe, competent, and ethical care.

We are seeking a Finance and Office Administrator to join our team in Bedford, Nova Scotia for this in-person position.

This is a full-time position (35 hours per week) with an annual salary range of $70-78,000 annually commensurate with qualifications and experience. Consideration would possibly be given to a proposal for an 80% position with proration of salary and benefits.

Office hours are Monday-Friday 8am-4pm.

Role Overview:
Reporting to the Registrar, the Finance and Office Administrator (FAO) serves as primary point of contact for all budget, financial administration, human resources and office management activities. The FAO supervises the Administrative Assistant role which provides support to the Program Administrator – Complaints and the Program Administrator – Applications as well as to the FAO.

Responsibilities:

- Manages daily finance operations including bookkeeping, invoicing, payroll, and expense tracking.
- Develops, in collaboration with team members, the annual budget for approval by the Registrar and the Board.
- Prepares monthly reconciliations, financial reports, and forecasts.
- Maintains and updates vendor records as required.
- Manages the banking activities of the NSRDDA.
- Completes all statutory remittances of the NSRDDA.
- Manages the administrative systems and processes to facilitate the flow of correspondence and information.
- Utilizes QuickBooks Online and associated financial tools to manage end-to-end financial transactions, including expense tracking, accounts payable and receivable, invoicing, payments, and statutory remittances, maintaining accurate and up-to-date financial records.
- Proactively evaluates financial systems and processes, including reporting workflows, and recommends improvements to enhance efficiency, accuracy, and timeliness of financial information
- Supervises the work of the Administrative Assistant/Receptionist
- Coordinates the work of IT support including system updates, changes, new modules and cybersecurity prevention and training
- Coordinates the purchasing requirements and the procurement of goods and services
- Maintains various filing systems including archiving of correspondence, office projects meetings, documents, manuals and records, ensuring confidentiality of sensitive files
- Maintains the human resources files for all employees, including tracking vacation
- Manages health insurance plans for employees as applicable

- Produces briefing notes and reports for the Board and Board Committees as required
- Coordinates special projects and programs assigned by the Registrar
- Cross trains in other functions (e.g. complaints and applications)

Qualifications and Attributes:

- Post-secondary education in business administration, finance, accounting or bookkeeping
- Minimum of 3 years of previous experience in their field an asset
- Exceptional organizational and time-management skills, with the ability to manage multiple files simultaneously
- Strong communications skills, both written and verbal with the ability to convey information clearly, diplomatically and within defined parameters
- High attention to detail and accuracy
- Demonstrated commitment to maintaining confidentiality
- Demonstrated Microsoft Office 365, QuickBooks, and database management proficiency
- Demonstrated collaborator within a team environment

Applicants must be legally permitted to work in Canada.

Why Join Us?

- Opportunity to contribute to public protection and professional accountability in healthcare
- Collaborative and supportive work environment
- Employer contributions (matching) to RRSP and health insurance

Application Process

Please submit the following by **December 15, 2026** via email to registrar@nsrdda.ca:

- A letter of interest
- A resume or C.V.
- Contact information for two professional references (who will only be contacted for candidates in the final round of the search)

Next Steps

- Initial Microsoft Teams interview for select candidates during the week of January 4, 2027
- Selection of shortlisted candidates (who will be required to provide criminal record and vulnerable sector checks)
- Final in-person interview for shortlisted candidates which will include a skills assessment related to the role (e.g., QuickBooks Online)
- Reference checks for successful candidate

The NSRDDA is committed to principles of EDIRA (equity, diversity, inclusion, reconciliation and accessibility) by recognizing diverse cultural experiences and removing barriers to participation to support fairness for all. We encourage individuals from all backgrounds to consider applying.