



Finance Administrator - North Hastings Children's Services October 20, 2023

The Finance Administrator will join the team of Finance and Resources Administration for a wide variety of both clerical and financial office duties. In partnership with the Administration team, this includes coordinating and communicating office financial activities, answering and referring inbound telephone calls, posting the day's receipts, filing and tallying deposits, coding, totaling, entering, verifying and reconciling transactions such as accounts payables and receivables, payroll, purchase orders, cheques, invoices, subsidies, cheque requisitions, and bank statements. Other responsibilities will include the compilation of financial documents reports and the performance of related clerical duties such as word processing, Quick Books functions, maintaining filing and record systems, faxing and photocopying.

Reporting to: Executive Director

- Pay is in accordance to the NHCS Salary Grid. Starting wage \$23.67 with benefits after 3 months
- Hours worked will be 35 to 40 hrs per week
- Shifts will primarily be between Monday to Friday, 8 am to 5:30 pm.
- Must have a valid Ontario Drivers License and use of a personal vehicle for local errands if necessary
- Must have a clear recent Vulnerable Sector Criminal Reference Check and CPIN Children's Aid Check
- NHCS reserves the right to limit the notice entitlement upon termination to the minimum standards of the Employment Standards Act

Duties:

- Provide customer service, accepting payments and providing receipts
- Calculate, prepare and issue documents relating to accounts such as bills, invoices, subsidy claims, account statements and other financial statements
- Verify and reconcile transactions such as accounts payable and receivable, purchase orders, cheques, invoices, cheque requisitions, and bank statements
- Payroll processing: Stay current with all payroll regulations and reporting requirements
- Compile budget data and financial reports
- Assist auditors and the Executive Director with year-end annual audit
- Receptionist responsibilities such as answering phones, responding to requests, customer service, directing calls, filing, record keeping, assistance with mailing, sorting, copying, faxing & scanning, etc.
- Financial management of fundraising and assist financial matters at special events
- Other duties as required

Requirements:

- College or University Degree in Accounting required with minimum 2 years working experience in accounting required.
- Strong knowledge of accepting accounting principles practices, relevant payroll legislation, and reporting requirements.
- Exceptional communication skills in verbal and written form, including working in a team environment.
- Excellent time management skills and the ability to prioritize work.
- High level of Quick Books experience, proficiency in MS Office with expertise in Word, Outlook and Excel.
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons or facts. Attention to detail in all areas of work, meticulous records maintenance skills.
- Ability to work under pressure and meet set deadlines.

North Hastings Children's Services welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.