



The Children's Aid Society of Haldimand & Norfolk JOB POSTING # 6-2019

ADMINISTRATIVE ASSISTANT FINANCE– PAYABLES – 5 Month Contract

The Children's Aid Society of Haldimand and Norfolk has been providing protection, prevention and counselling services to children and families since 1896. The Society is funded by the Ministry of Children and Youth Services and is governed by a volunteer Board of Directors who represent the communities we serve. The agency office is located in Townsend, Ontario which is central to the region we serve in rural Southern Ontario (Haldimand and Norfolk Counties).

Position Summary:

Under the general supervision of the Finance Supervisor, the Administrative Assistant Finance - Payables processes all child related payables including coding to appropriate GL accounts, ensuring consistent application of agency policies and required approvals. This includes payments to foster parents, children in care and volunteers.

Duties/Responsibilities:

- Track and record purchase orders and payment requisitions to process payments.
- Process and post child related payables ensuring compliance with agency policies, approval limits.
- Prepare payments through cheque runs and direct deposits. Notify payees as required. Request and process stop payments. Investigate and resolve electronic payment failures.
- Investigate and resolve issues.
- Administrative duties as required such as scanning, filing, generating letters and mail outs.

Qualifications/Skills/Experience:

- Sound judgement, problem solving and analytical skills; math and calculation skills; attention to detail and organizational skills; time management skills with the ability to prioritize multiple tasks; good communication, verbal, written and listening skills.
- Understanding of systems, process flows and work flows for accounting.
- Professional and courteous; provides quality service by sharing, gaining and gathering information; aware of the importance of effective relationships within the department and with Society staff and external stakeholders.
- Strong knowledge of Microsoft Excel, Microsoft Word, and accounting software packages; experience with Oracle would be an asset.
- Effectively plans and organizes own work effort; to meet weekly payment run deadlines
- Able to work independently and as part of a team.
- Community College Diploma of 2 and up to 3 years or equivalent in accounting or business administration.
- Three to five years' experience in full cycle accounting.
- Valid Ontario "G" class driver's license in good standing and available vehicle.

Salary: In accordance with the Administrative Assistant salary scale
Start Date: To be determined
Date of Posting: April 9, 2019
Closing Date: April 26, 2019 (4:30 pm)

Applications, including covering letter and resume, should be forwarded to:

Employment.Opportunities@cashn.on.ca

Please reference job posting number in the subject line of your email.

The Children's Aid Society of Haldimand and Norfolk is committed to anti-oppressive values of equity, inclusion and respect. We value a diverse workforce and encourage applications from qualified individuals with varied backgrounds. We are committed to creating an accessible environment for all. Please let us know if you have any accommodation needs. We thank all applicants; however, only those considered for interviews will be contacted.