

## Care, Advocacy, Support

*Hastings Children's Aid Society is committed to ensuring the safety and promoting the well-being of our community's children in partnership with their families and community resources.*



# Financial Coordinator – Payroll • 12-month contract (to start April 2010)

Reporting to the Supervisor of Accounting and Payroll, you will be accountable for producing bi-weekly payroll for 200+ staff. You have a diploma in business or finance administration, a minimum of three to five years' experience, and preferably CPA payroll administration certification. You also have knowledge of the ACCPAC payroll system, benefits administration, OMERS or other pension administrations as well as an understanding of CRA remittances and T4 preparation. Excellent MS Office skills including advanced Excel spreadsheet expertise is required. Bilingualism and experience using Lotus Notes are considered assets.

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We offer a competitive compensation and benefits package as well as ongoing training and support in your professional development.

Please send your resume (e-mail preferred) to:  
**hr@hastingscas.org** or by regular mail to:  
**Human Resources, Hastings Children's Aid Society**  
**363 Dundas Street West, Belleville, ON K8P 1B3**  
**fax: (613) 962-7036**

*We thank all applicants for their interest; however, only those being considered will be contacted.*

***Hastings Children's Aid Society***  
***www.hastingscas.org***