

POSITION: **Accounting Coordinator –Full Time Contract – 18 Months - Peterborough Office**

COMPETITION NUMBER: U 1549

DESCRIPTION: The Accounting Coordinator provides financial management services to the Society in a way that supports our mandate of protecting children in our region. Responsibilities include daily accounting tasks and other operational support. Under the direction of the Financial Services Supervisor, the Accounting Coordinator is responsible for the accurate and timely processing of financial transactions as well as communications with staff, supervisors, senior management, vendors and clients. Responsibilities include ensuring the validity of the transactions through verification of appropriate authorization in accordance with Delegation of Authority and Society policies and procedures. The Accounting Coordinator is expected to treat matters related to the financial management of the Society which they would not otherwise be aware as confidential. The position will be asked to support or assist the Financial Analyst. .

SALARY: \$43,115 - \$54,241

QUALIFICATIONS

- High School Diploma
- Minimum of two years data entry experience in an accounting department, preferably Accounts Payable
- Intermediate level computer skills required with Microsoft applications in a windows-based environment; includes proficiency in Excel, Word and Outlook.
- Ability to perform keyboarding and data entry with proven accuracy and ability to meet deadlines consistently.
- Demonstrate organizational skills and the ability to prioritize time-sensitive multiple demands with professionalism
- Excellent self-management and interpersonal skills including the ability to deal calmly and professionally with difficult situations
- Excellent ability to learn processes quickly and adapt to a variety of teams
- Ability to work in a fast paced team environment with a positive attitude
- Excellent verbal and written communication skills to communicate effectively throughout the organization.
- Prior experience in Child Welfare or similar social services, not-for-profit agency is an asset

APPLICATION: Applications, quoting competition number U 1549 may be submitted no later than the closing date noted below, using one of the following methods:

E-mail: khcas.hr@khcas.on.ca

Mail: Kawartha Haliburton Children's Aid Society
1100 Chemong Road
Peterborough, ON K9H 7S2 ATT: HUMAN RESOURCES

Fax: 705.745.6641

POSTED: Tuesday October 6, 2015

CLOSED: Tuesday October 13, 2015 at 5:00 pm

