



The Children's Aid Society of Haldimand & Norfolk
has an opening for

ADMINISTRATIVE ASSISTANT FINANCE- PAYABLES
(contract up to 12 months)

Under the general supervision of the Director of Finance, 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.
- Investigate and resolve issues.
- Prepare payments through cheque runs and direct deposits. Notify payees as required. Request and process stop payments. Investigate and resolve electronic payment failures.

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; 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.

Salary: In accordance with the Administrative Assistant salary scale

Apply in confidence to: Lynn Tessaro, Human Resources Manager
The Children's Aid Society of Haldimand and Norfolk
70 Town Centre Drive
Townsend ON N0A 1S0
FAX (519) 587-5598
E-mail: shona.friesen@cashn.on.ca

Closing Date: Monday, December 12, 2016

Only those applicants selected for an interview will be contacted.