

Supervisor of Financial Reporting

The Agency has a full-time permanent Supervisor of Financial Reporting available within the Operations Team. This position reports directly to the Senior Manager of Finance and Facilities Services.

The Supervisor of Financial Reporting will prepare monthly financial statements, Ministry financial reports, budget variance reports and monitoring expenditures for child welfare funding; provide detailed financial analysis of year-to-date expenditures and budget, outlining trends and forecasting to year-end; contribute to the development of the annual budget process; manage procurement activities, purchase requisition/order approval, related spend analysis and the revision of related procedures and training tools, ensuring compliance with Broader Public Sector and other legislative regulations; develop and manage efficient procedures for the Agency's accounting systems, ensuring compliance with accounting, legislative, and ministry requirements; Co-lead the annual external financial audit with the Supervisor of Finance; review Bank Reconciliations for all Agency and Foundation bank accounts; and ensure policies related to RESP's are maintained. The Supervisor of Financial Reporting will supervise accounting staff responsible for RESP setup and tracking.

Knowledge and Skills Required:

- CPA designation, or working towards designation
- Post-secondary education in accounting or business
- Minimum of five (5) years of Accounting/Finance supervisory experience
- Strong attention to detail and good organizational skills
- Strong database skills required, such as Microsoft Excel and Microsoft Word
- Knowledge of legislative requirements and accounting standards
- Strong problem solving, analytical, and numeracy skills
- Customer Service focus
- Demonstrated proficiency with technology and advanced computer applications
- Advanced analytical skills and ability to work independently
- Excellent communication, interpersonal and language skills

Salary Range:

\$56,400.69 - \$71,516.73 per annum

Management & Excluded – Grade 11 (Under Review)

Family & Children's Services of the Waterloo Region is committed to diversity in the workplace and strongly encourages applications from qualified individuals with varied backgrounds.

Application Process

Interested internal applicants are invited to submit a resume to internal.resume@facswaterloo.org, no later than 4:00 pm on January 31, 2017 quoting posting #014-2017.

Interested external applicants are invited to submit a resume to resume@facswaterloo.org, no later than 4:00 pm on January 31, 2017 quoting posting #014-2017.

Resumes will only be accepted electronically.

We thank all candidates for their interest however only those selected for an interview will be contacted.

Accommodation at Family & Children's Services of the Waterloo Region

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 519-576-1329 x3465. Human Resources will work with the applicant and the interview committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.