



The Children's Aid Society
OF HAMILTON
La Société d'aide à l'enfance
DE HAMILTON



The Children's Aid Society of Hamilton was established in 1894 as a not-for-profit charitable organization, mandated under The Child and Family Services Act of Ontario, focusing on the well-being and protection of children. Over these years our Society has earned a reputation as a leader in the field of child welfare. The Society is committed to the safety, protection and well-being of children and the strengthening of families, while valuing diversity and promoting equity.

We are currently seeking a skilled and committed individual to join our team as a:

ACCOUNTING SUPERVISOR

The Accounting Supervisor is a role which is responsible for assisting with the overall accounting and reporting functions of the CAS, ensuring compliance with sound financial accounting practices. This individual oversees payroll, general ledger, reconciliations, taxation, financial reporting and audits. Reporting to the Director of Finance, the Accounting Supervisor will monitor and ensure adequate internal controls to provide reasonable assurance that assets are protected and results are stated properly.

Major Responsibilities:

- Assists the Director of Finance in the implementation of a Finance Strategy to ensure alignment with business objectives of the CAS
- Oversees accounting operations, financial processing and financial systems
- Implements and ensures appropriate internal control systems and risk management plans
- Ensures compliance with financial legislation, policies, procedures and adheres to various funding agreements
- Ensures General Ledger integrity and ensures accuracy and compliance with the approved budget
- Reviews the chart of accounts on a regular basis and provides recommendations for appropriate revisions
- Generates all financial reporting outputs
- Ensures timely financial analysis, reporting and statistical results against the financial plan
- Oversees the preparation and distribution of all components of payroll to ensure a timely and accurate delivery of service
- Implements and ensures mechanisms of cost monitoring, reporting and legislative compliance
- Monitors and approves selected expenditures and contributes to cost containment in areas of authority and responsibility
- Ensures expenditures adhere to policies
- Strives to meet or exceed all accountabilities and achieve continuous quality improvement and excellence in all activities and outcomes
- Provides supervision to all team members and manages in a manner that motivates, guides and directs employees to the realization of CAS values, objectives and performance expectations.

Key Qualifications:

- Chartered Professional Accountant designation
- University Degree preferred in Finance/Business Administration or related discipline
- Minimum 5 years' experience in progressively responsible accounting role and a minimum of 2 years in a supervisory accounting position, preferably in a non-profit organization including supervision of payroll
- Excellent knowledge and use of accounting software in all accounting functions, reporting, etc., experience with Oracle would be an asset

All employees of the Society are expected to demonstrate respect, empathy, and accountability to the children and families we serve and each other, and to attend work regularly as regular attendance is critical to maintaining the highest quality and level of service expected in delivering care to the children and families of our community.

Interested applicants should submit a current resume to Human Resources by **November 30, 2017**

Email: careers@hamiltoncas.com or Fax: (905) 522-1089

The Children's Aid Society of Hamilton is dedicated to building a workforce that reflects the diversity of the community in which we live and serve. The Society encourages applicants from all qualified individuals.

We thank all applicants for their interest in the Children's Aid Society of Hamilton, however we will only contact those selected for an interview.

Applicants who require accommodation due to disability during the selection process must notify HR when contacted for an interview.