



Family & Children's Services of Renfrew County

Together, A Caring Community.

ADMINISTRATIVE ASSISTANT FINANCE

Permanent Full Time

Department: Corporate Services, Finance
Reports to: Supervisor of Finance
Location: 77 Mary St. Pembroke

POSITION SUMMARY:

This unionized position will provide administrative support and basic accounting services within the Finance team, as well as secondary coverage to Reception within the Administrative Services team. As part of the greater Corporate Services team, this position plays a vital role in the behind the scenes workings of the agency.

GENERAL RESPONSIBILITIES:

- Perform accounts payable duties, including receipt of invoices and travel claims, obtaining approvals, data processing, and filing.
- Perform accounts receivable functions including timely preparation of invoices, cash receipts, deposit slips, and maintain other records.
- General ledger account coding for travel claims and supplier invoices.
- Provide clerical support including bank reconciliations, Xeroxing, filing, and banking
- Provide customer service both internally – to workers and staff members – and externally – to clients, resource families, community partners and other agencies.
- Provide reception coverage as needed. Reception duties include processing incoming calls, receiving clients, processing mail, fax and other deliveries, updating the Night Duty kit, and maintaining orderliness in waiting area and interview rooms
- Attend, as required, Agency committee meetings and external committee meetings.
- Attend, as required, team meetings and all-staff meetings
- Assist with special projects as needed.
- Other duties as assigned by the Supervisor of Finance

KNOWLEDGE & SKILL REQUIREMENTS:

- Minimum college level diploma in Business, Accounting or equivalent is considered an asset
- Basic knowledge and experience in computerized and manual accounting systems including accounts payable and accounts receivable is considered an asset
- Ability to deliver consistent, professional administrative and accounting services to clients, community members and staff.
- Above average administrative skills and excellent public relations skills.
- Advanced computer knowledge and technical efficiency with the ability to learn new applications and then assist staff in a help desk capacity.
- Above average accuracy, respect for data integrity and a responsibility for quality assurance.
- Well-developed organizational skills with an ability to prioritize and manage time effectively.
- Respect for confidentiality and professionalism within a child welfare organization with an ability to be objective regarding case material.
- Understanding of the CFSA, Signs of Safety, Anti-Oppressive Practice and Strength-Based approach.
- Ability to work in a team environment in completing priorities with minimal supervision.
- Knowledge of agency policies, procedures and equipment is considered an asset.
- Bilingualism is considered an asset

SALARY:

Administration Scale, as per collective agreement

APPLY:

careers@fcsrenfrew.on.ca

www.fcsrenfrew.on.ca