



children's mental health • child protection • developmental support

Dufferin Child and Family Services is a multi-service agency providing Children's Mental Health, Child Protection and Developmental Support.

The agency currently requires a:

1 – Permanent Full time – Senior Financial Analyst

Hours of Work: 33 hrs / 4 days per week

Job Summary

The Senior Financial Analyst works closely with the Director of Corporate Services on all financial matters. They will assist in the preparation of monthly and quarterly reporting by compiling, analyzing, and substantiating financial transactions. They will also perform all payroll processing and ensure all internal controls are followed and information for the internal audits is accurate.

Responsibilities

CPIN

- CPIN financial change lead, champions all related changes in the finance department, while ensuring all deadlines and service requirements are met;

PAYROLL

- Prepares and processes all documentation in order to produce the bi-weekly direct payroll deposits, related payments and journal entries;
- Creates appropriate statutory remittance invoices, journal entries and enters approved vouchers into the accounting package;
- Calculates documents and processes changes in salaries such as increments, retro payments and re-classifications;
- Processes and tracks payments for the After Hours Program;
- Reconciles benefit payments with payroll deductions;
- Administers the OMERS pension plan, including the year-end function of the form 119;
- Issues Records of Employment for terminated employees;
- Prepares T4's, T2200's, OMERS, WSIB, EHT;
- Responds promptly to all staff inquiries regarding payroll;

Finance and Accounting

- Prepares monthly bank reconciliations;
- Maintains accruals and pre-pays monthly;
- Assists director with monthly forecasting;
- Performs monthly balance sheet reconciliations;
- Processes Annual charity return;
- Prepares quarterly reporting for all funders;
- Reviews investment reports monthly and records interest;
- Maintains and creates reporting templates in the Financial system;
- Maintains Balanced Budget Funds transition report;
- Prepares, analyzes and issues Year End documentation for audit purposes;
- Analyzes General Ledger accounts as required and prepares appropriate journal entries as needed;
- Ability to Complete day-to-day work orders based on the tech request system for all agency sites;

655 Riddell Road, Orangeville, ON L9W 4Z5

tel: 519-941-1530 fax: 519-941-1525 email: mail@dcafs.on.ca web: www.dcafs.on.ca

please remember, we all share the air... this is a scent free environment

Qualifications

- Degree in Finance/Commerce and completed second stage of the Chartered Professional Accountants designation;
- Completion of the second level of the Canadian Payroll Management Certificate Program offered through the Canadian Payroll Association; or willing to obtain;
- Working knowledge of OMERS pension plan administration;
- Advanced knowledge in excel, including macros;
- Minimum 3 years related experience, strong initiatives and ability to manage multiple projects;
- Computer skills in Sage Accounting package, Oracle, Ceridian, CWIS, and Outlook preferred;
- Clear criminal record check.

Role Location: Orangeville, Ontario

Reports to: Director of Corporate Services

Job Grade: Under Review

*This position is outside of the union

If you are interested in this job opportunity, please apply by email on or before June 26, 2018 hr@dcafs.on.ca **quoting reference number 2018-031 and Salary Expectations.**

DCAFS is committed to providing a recruitment and selection process that is both inclusive and free from barriers. Accommodations for job applicants with disabilities are available upon request, and will be provided in accordance with the **Ontario Human Rights Code** and the [Accessibility for Ontarians with Disabilities Act](#).

Applicants are required, in advance, to make any accommodation request known to Human Resources by contacting the department at (519) 941-1530 and Human Resources will strive to provide reasonable and appropriate accommodation for all applicants during the recruitment and selection process, which will ensure the process, is conducted in a fair and equitable manner.

Thank you for your interest; however only those selected for an interview will be contacted