



CAREER OPPORTUNITY

Guided by Catholic values and teachings we serve children and youth within the Hamilton community by protecting their safety and well-being, strengthening their families, and nurturing lifelong relationships.

Catholic Children's Aid Society of Hamilton seeks interested and qualified applicants for:

Finance Administrator

Full Time, Regular (35 hours per week)

Required Qualifications

- Post-secondary degree/diploma in Accounting or Business discipline; Accounting designation path preferred
- Proven accounting experience; minimum 5 years
- Strong knowledge and understanding of Financial/Accounting software; Oracle experience preferred
- Patience, flexibility, professionalism
- Ability to work both independently and in a team environment
- Excellent interpersonal skills
- Excellent written and oral communication skills
- Excellent command of Excel
- High degree of accuracy and attention to detail
- Excellent analytical and organizational skills
- Capacity to quickly learn new systems
- Familiar with charitable organizations and CRA requirements

Key Responsibilities

- Prepare financial reports and account reconciliations as required
- Ensure maintenance of the general and subsidiary ledgers
- Prepare and adjust finance journal entries as required
- Assist in managing accounts payable and accounts receivable activities
- Support the annual financial audit processes through the preparation of standard reports as well as other custom reports as required
- Maintain all financial records and files as per the company policies
- Assist in setting and managing budgets
- Identify and resolve invoicing issues, accounting discrepancies and other financial related issues
- Work closely with the Director of Finance to help support financial activities and reporting requirements
- Acts in accordance with the standards set out in the Child, Youth and Family Services Act, Ministry of Child and Family Services, the Society and professional & ethical conduct.
- Comply with Health and Safety policies and the Ontario Health & Safety Act.
- Committed to anti-oppression values of justice, equity, respect of the beliefs and traditions of others
- Committed to agency values of Success for Children, Youth and Families, Service Excellence, Integrity, Human Dignity & Respect, Communication & Collaboration, Compassion, Shared Accountability and Our Team

We offer attractive benefits, with experience based remuneration.

Please apply in writing or e-mail to the attention of: hr@hamiltonccas.on.ca or 735 King Street East Hamilton, ON L8M 1A1

We are an equal opportunity employer and are committed to building an inclusive process that respects the dignity and independence of people with disabilities.

If you require a disability related accommodation in order to participate in the recruitment process, please inform Human Resources at 905-525-2012 ext. 3377.