



The Children's Aid Society  
OF HAMILTON

La Société d'aide à l'enfance  
DE HAMILTON

Serving Hamilton's children and families since 1894.

Au service des enfants et des familles de Hamilton depuis 1894.

## EMPLOYMENT OPPORTUNITY

The Children's Aid Society of Hamilton was established in 1894 as a not-for-profit charitable organization, mandated under the *Child, Youth and Family Services Act* of Ontario, focusing on the well-being and protection of children. The Society is committed to the strengthening of families, while valuing diversity and promoting equity.

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

### FINANCIAL ANALYST

Permanent Full Time (34 hours a week)

Reporting to the Supervisor of Accounting, the Financial Analyst is responsible for analyzing data and assisting with financial reporting. The Financial Analyst will provide support to the Finance department, including the budgeting, forecasting and month end processes.

#### Major Responsibilities:

- Collects, analyzes and interprets financial, accounting and statistical records and prepares concise spreadsheets and reports;
- Prepares analysis of general ledger or payroll accounts as required, including compiling budget or costing information and reconciling balance sheet accounts on a monthly basis;
- Assists with month-end accruals and year end audit preparation;
- Collects, compiles, analyzes and documents data to provide budgetary projections for various programs;
- Reconciliation of bank accounts including clearing cheques and direct deposits;
- Reviews and approves accounts payable and accounts receivable journals prior to posting;
- Performs internal audit functions as determined by Senior Leadership to ensure compliance with Society Policies and Procedures, identifies reportable issues and areas of potential risk;
- Responsible for reconciliations, analysis and reports for boarding rate analysis;
- Provides support to the Accounting Assistants as required;
- Serves as a resource to staff, auditors and other professionals;

#### Key Qualifications:

- Community College Diploma in Accounting preferred;
- Minimum five (5) years of relevant work experience in accounting (with payroll experience preferred) - preferably in not for profit setting;
- Excellent computer and systems skills required; including Microsoft Word and Excel and accounting systems (experience using Oracle is an asset);
- Strong analytical skills and report writing ability;
- Completion of Level I of the Canadian Payroll Association Payroll Compliance Practitioner Program 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.*

Interested applicants should submit a current resume to [careers@hamiltoncas.com](mailto:careers@hamiltoncas.com) or by **or** Fax: (905) 522-1089, clearly indicating the Job Posting Number (**File #046/19**) by **December 20, 2019**

*Applicants that may require accommodation due to disability during the selection process must notify Human Resources when contacted for an interview.*