



Halton Children's Aid Society JOB POSTING # 2-21

Accounting Clerk

POSITION TYPE:	One (1) Temporary, Full Time Position For a period of up to 12 months
EMPLOYEE GROUP:	CUPE Local 2501 Band 3
DEPARTMENT:	Finance
REPORTS TO:	Director of Finance
POSTING DATE:	January 12, 2021
POSTING DEADLINE:	Applications should be directed to hr@haltoncas.ca by January 19, 2021 at 4:30 p.m.

The Accounting Clerk is responsible for all Accounts Payable processing, Purchase Order management and supplier/provider maintenance in CPIN. In addition the Clerk has responsibility for monthly billing Accounts Receivables and management. The Accounting Clerk may also have other general accounting duties.

Main duties and responsibilities include, but are not limited to:

- Receives all invoices (OKN, Foundation, Bridging the Gap and Children's Aid), Foster Parent Expense claims, Volunteer Drive claims, Payment Requests and Visa Statement Reconciliations via e-mail and in paper format
- Generates and maintains CPIN created Purchase Order listings and matches invoices with POs where available
- Inputs all Accounts Payable in to CPIN batches, checks, validates and passes batches to Analyst to perform payment run.
- Matches all remittances once payment run is complete and records in payment book.
- Creates and maintains supplier and provider files in Oracle and Curam, updating payment and address information where necessary and responding to service worker requests for provider set-up in a timely manner.
- Performs all agency billing and reconciles and follows up on outstanding accounts receivable accounts regularly
- Distributes and follows up on all outstanding Visa Statements with cardholders
- Files and organizes all Accounts Payable documents.
- Acts as first point of contact for all payable related inquiries for the Finance department

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- Works in accordance with the provisions of applicable Health and Safety legislation and all Halton Children's Aid Society policies and procedures related to Occupational Health and Safety.

Demonstrate organizational commitment:

- Exemplifies and inspires behaviours, actions and attitudes that are consistent with the Society's vision, mission, values and code of conduct
- Passion and commitment to an inclusive workplace; respecting and valuing the diversity of every individual
- Responds to general enquiries and performs other duties as assigned which are directly related to the major responsibilities of the position
- Works in accordance with the provisions of applicable Health and Safety legislation and all Halton Children's Aid Society policies and procedures

Knowledge, Education, Experience, Skills and Attributes

Qualifications

- College Level Accounting Diploma and 2 years practical experience with Accounts Payable and Accounts Receivable.
- Demonstrated proficiency with Excel at an intermediate level
- Experience with large accounting applications such as Oracle, JD Edwards and Great Plains Dynamics

General Skills and Attributes

- Professional, approachable and customer-service orientated.
- Ability to prioritize workload within competing demands and short timeframes.
- Strong problem solving skills
- Excellent written and verbal communications skills
- Ability to work independently.
- Detail orientated.
- Ability to meet strict statutory timelines for the preparation of financial documents.
- Computer literacy and proficiency in data entry.
- Clear understanding of full-cycle accounts payable process.
- Ability to demonstrate sensitivity, confidentiality and maturity in workplace situations.
- Valid Ontario Drivers License and a vehicle available for work purposes.
- A positive outlook.
- Actively uphold the principles identified in the Society's Code of Conduct.
- Team attitude with the ability to multi-task.
- Strong analytical skills along with a willingness to learn and take on new challenges.
- Demonstrated ability to continue with professional growth and development within the financial field to remain current.

The Halton Children's Aid Society is an equal opportunity employer.

The Halton Children's Aid Society is committed to fostering an inclusive, accessible environment where all employees and members of the public are respected. We are

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dedicated to building a workforce that reflects the diversity of the communities we serve.

We thank all applicants for their interest in the Halton Children's Aid Society, we will only contact those selected for an interview. All interviewed candidates will be asked to provide a minimum of two supervisory references.

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 905-333-4441 ext. 0575. Human Resources will work with the applicant and the interview committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.