



Native Child and Family Services of Toronto

Native Child and Family Services of Toronto is an Indigenous, community controlled multi-service agency. Our mission is to provide support, ensure safety and enhance the quality of life for Indigenous families, children, and youth within the greater Toronto area. Our agency works within a holistic framework, which builds on individual and family strengths, and engages clients as partners in identifying issues and their solutions.

Accounting & Records Technician

Contract Full Time through to March 31, 2022

Classification: Contract Full time (End March 31, 2022)
Hours: 35 hours/week

Location: 30 College St. Toronto
Range: \$45,194 - \$56,493

NCFST is committed to staffing a workforce representative of the Indigenous population we serve. We encourage First Nations, Metis and Inuit applicants to apply and to please self-identify in their cover letter.

PURPOSE:

Reporting to the Supervisor, Administration and Records and the Supervisor, Financial Reporting, you will maintain the Agency's (A) official client records by processing, coding, storing, and retrieving records and documents and (B) the accounting code maintenance and tracking in accordance with the Agency's policies and procedures.

MAJOR RESPONSIBILITIES:

- Classify, code, cross-reference and store paper and electronic documents with document management vendors using computerized and manual information retrieval systems.
- Responding to requests for records from Agency staff by providing factual case related information
- Review files and label files according to the Agency's policies and procedures
- Ensuring that files are stripped in accordance with the Agency's policies and procedures
- Verifying records to establish whether the Agency has a record of client involvement
- Retrieve previously closed files from document management vendors
- Review of accounting codes for accuracy in the ADP system
- Work closing with finance reporting team to ensure employees are coded to appropriate funding source
- Update incorrect codes and complete qualitative assurance testing of salary accounting codes in the ADP system
- Work with budget holders to ensure that monthly salary cost centre reports are reviewed, and corrections are completed in a timely manner
- Work in a safe manner in accordance with the Society's Health and Safety Policies and Procedures and all relevant legislation
- Performs other tasks as required.

QUALIFICATIONS REQUIRED:

- Completion of Business Administration/Records Management College program with experience in various filing systems.
- Alternatively, an equivalent combination of experience and demonstrated learnings in a similar type of position.
- Several years' experience within a social service organization or an equivalent combination of training and experience
- Data entry experience and experience with a variety of machines including copier and scanner.
- Attention to detail and ability to maintain accurate records and work in an environment that requires timely responses
- Intermediate to advanced computer skills, MS Office 365 (i.e., Teams, Forms)
- Familiarity with the ADP system and knowledge of various filing systems.
- Organizational skills, ability to multitask, initiative and respect for confidentiality
- Ability to work effectively with all levels of staff to maintain effective communication and working relationships, demonstrating strong interpersonal skills, tact, sensitivity and build strong internal relationships.
- Demonstrated understanding, and commitment to integrating the Native Child and Family Services of Toronto Mission and values into practice, service and relationships.
- Demonstrated understanding of workplace Health and Safety practices and understanding of an employee's responsibility under current legislation
- A willingness to obtain and pass a Vulnerable Sector Police Record Check

If you are interested in this job opportunity, please apply by clicking [APPLY HERE](#) on or before August 13, 2021

We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, NCFST will make accommodations available to applicants with disabilities upon request during the recruitment process.

We thank you for your interest, however, only those applicants selected for an interview will be contacted.