



Job Posting: 2023-012

**ACCOUNTING CLERK
Regular Part Time**

Classification: Part Time Permanent; .60 FTE (21 hours weekly)

Salary Range: \$48,167 - \$57,860 per annum, prorated to .60 FTE

Starting Date: As soon as possible

Application deadline: 11:59pm April 16, 2023. Applications will be reviewed on an ongoing basis

Application process: Apply through the Career section of our website: <https://hccas.ca/>

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.

The **Accounting Clerk** will perform their duties with a high degree of personal and professional integrity, while building collaborative relationships and partnerships with all individuals based on mutual respect.

The **Accounting Clerk** is responsible for ensuring all duties are carried out in alignment with the mission and vision of the Society with a commitment of social justice.

JOB DUTIES

- Using CURAM and CPIN, the incumbent prepares and processes general payments
- Prepare and process general payment runs, including distribution and disbursement of payments as required
- Maintains paper and electronic records
- Provides support to the finance department in the distribution of gift cards, food vouchers, and bus tickets as required
- As and when required, seeks clarification related to processing invoices
- Coordinates work with supervisor and follows the direction of the supervisor after consultation when required.
- Respond to queries from various sources such as workers and external service providers as required
- Completes mandatory training and participates in ongoing agency training.



- Demonstrates leadership and a commitment to the principles of anti-oppressive practices and anti-racism based on justice, fairness, equity, respect of the beliefs and traditions of others.
- Complies with agency Health and Safety policies and the Ontario Health and Safety Act, and regulations.
- Committed to the Society's mission and vision.
- Performs other duties as may be assigned.

QUALIFICATIONS/SKILLS

- Secondary School Diploma; enrollment in community college business course.
- Knowledge of Accounting and Basic Bookkeeping
- Good written and verbal communication skills, with attention to detail.
- Strong organization skills with filing, paper and electronic documents
- Ability to work independently for organizing, prioritizing and completing workload.
- Effective time management skills to conduct tasks in a timely manner to meet deadlines.
- Demonstrates a commitment to, and work ethic in leadership and role models behaviours that demonstrates the Mission, Vision and Values of the Catholic Children's Aid Society.
- Experience working with Oracle tools would be an asset
- Bilingual French/English is an asset.
- Respectful and compassionate demeanor.
- Knowledge and commitment to anti-oppressive/anti-racist philosophy.

Additional Requirements for this Position:

- Knowledge and experience using computer software such as Microsoft office, Teams, and proprietary child welfare systems and programs.
- Able to affirm and integrate Society values which reflect the Agency's Catholic faith, heritage, culture and traditions.
- At the time of hire, documents required will include:
 - Police clearance
 - Provincial Child Protection Record Check
 - Valid Ontario Driver's license and acceptable drivers abstract.

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The Catholic Children's Aid Society of Hamilton is committed to having a workforce that is reflective of the diversity of the city of Hamilton and strongly encourages applications from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.

Catholic
Children's Aid Society
of Hamilton



Société d'aide à l'enfance
catholique
de Hamilton

Catholic Children's Aid Society of Hamilton is committed to ensuring a unbiased selection process that values equity, diversity and inclusion and reflects the Hamilton Catholic community that we serve.

In order to minimize interviewer bias we have incorporated the following into our selection process:

- 1. We will have our interview panel score written assignments blind to eliminate bias*
- 2. We will seek out recent examples on behavior-based questions during the interview process*
- 3. We will review a candidate's lived experience during the interview and when assessing staffing needs*
- 4. We provide accommodations in accordance with AODA and the Ontario Human Rights Code*
- 5. We will hold your application in strict and professional confidence*

We are an equal opportunity employer and are committed to building on 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 the time when you are invited for an interview.