



FAMILY &
CHILDREN'S SERVICES
OF THE WATERLOO REGION

Help Today for a Better Tomorrow

Supervisor of Financial Reporting and Procurement

Family & Children's Services of the Waterloo Region is a community organization legally mandated to respond to and work together with families, their supports, and our communities to protect and care for children who have been abused or neglected, or who are at risk of being abused or neglected.

Our Agency is committed to creating a diverse, inclusive, equitable and accessible workplace that supports employees to be authentic and fully engage in shaping a healthy workplace and community where children, youth and families thrive.

To continue to support the work that we do, the Agency is looking for a full-time **Supervisor of Financial Reporting and Procurement** to join our Finance team. This is a hybrid role.

Reporting to the Director of Finance the Supervisor of Financial Reporting and Procurement will lead the accounting team in the day-to-functioning of the department. This Supervisor will also contribute to internal and external reporting for all Agency departments as well as ensuring that Provincial and Ministry reporting, and compliance directives are followed and has oversight of the Agency's procurement processes and works collaboratively with other members of the Leadership and Management teams to ensure compliance with Ministry standard related to procurement processes.

Knowledge & Skills Required:

- University degree or College diploma with an emphasis on Business Administration, Finance or Accounting
- CPA designation preferred.
- Minimum of three (3) years of Accounting/Finance leadership experience.
- Experience with Oracle finance.
- Demonstrated proficiency with technology including Microsoft Excel and database skills.
- Attention to detail in all areas of work.
- High level of critical and logical thinking, analysis, and reasoning.
- Excellent oral and written communication skills with individuals at all levels of the organization.
- Effective coaching and mentoring ability.

Salary Range:

\$68,801.71 - \$86,345.13 per annum

Management & Excluded Grade 12

Application Process

Interested internal applicants are invited to submit a resume to internal.resume@facswaterloo.org, no later than 4:00pm on January 26, 2024, quoting posting #001-2024.

Interested external applicants are invited to submit a resume to resume@facswaterloo.org, no later than 4:00 pm on January 26, 2024, quoting posting #001-2024.

Diversity, Equity & Inclusion

Family & Children's Services is committed to a diverse, inclusive, equitable and accessible workplace. We encourage applications from Indigenous people, women, LGBTQIA+ people, people of colour, and people with disabilities to ensure

we get the best, most creative talent on our team. If you feel comfortable making it known, you may choose to self-identify as member of a designated group. Any information directly related to you is kept confidential and used in a safe manner to inform our recruitment process towards being an equal opportunity employer.

Accommodation at Family & Children's Services of the Waterloo Region

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 519-576-1329. 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.