



# Native Child and Family Services of Toronto

Native Child and Family Services of Toronto is an Aboriginal, community controlled multi-service agency. Our mission is to provide support, ensure safety and enhance the quality of life for Aboriginal 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.

## Supervisor, Accounting

Classification: Regular Full-Time  
Hours: 35 Hours/Week  
Location: 30 College St. Toronto

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

Native Child and Family Services of Toronto (NCFST) provides holistic and integrated child welfare, prevention and support services to Aboriginal children and families in Toronto. Our work is grounded in a service model developed by the community through circle and ceremony more than three decades ago.

### Position Summary

We have an exciting opportunity for a **Supervisor, Accounting** to join our management circle. Reporting to the Manager, Finance and Accounting, the Supervisor, Accounting is responsible for ensuring all financial statements accurately reflect the organization's financial situation, the preparation of year end schedules, overall account analysis and providing guidance to the accounts payable and receivable staff.

### Main Responsibilities

- Review and analyze internal operations, processes and controls and make recommendations as needed and implement changes as required;
- Ensure revenue and expenses are properly allocated;
- Ensure timely and accurate completion of the monthly general ledger close responsibilities, including the preparation of the journal entries, account reconciliations and analysis;
- Assist with the preparation of the cash flow statements;
- Preparation of detailed audit working papers and ability to provide auditors with explanations as requested;
- Prepare quarterly review and year-end audit schedules and working papers as required;
- Produce detailed flowcharts for financial processes within administrative departments;
- Review, document and recommend changes in policies and procedures along with rationale for such changes as the need arises;
- Research and investigate accounting issues as required;
- Participate in and support special projects as required;
- Supervise, coach, and train direct reports;
- Prepare invoices for specific grants (15 per month);
- Comply with provincial and occupational health and safety legislation, regulations, policies and procedures;
- Maintain confidentiality in accordance with the policies and procedures the Information and Protection of Privacy Act;
- Other duties as assigned.

### Skills & Qualifications

- Chartered Professional Accountant (CPA);
- Minimum of five years related experience, preferably in a large sized, multi-service social service agency, showing a progression towards greater responsibility;
- An independent and self-motivated worker with a strong prioritization mindset committed to meeting deadlines;
- Effectively communicate with employees and maintain a positive working relationship when addressing problems and coming up with solutions;
- Advanced practical knowledge of Excel: pivot tables, index;
- Advanced practical knowledge of Sage 300;
- Knowledge of Sage Financial Reporting would be considered an asset;



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- 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;
- Must have verbal and analytical skills and the ability to conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities;
- An outgoing personality with excellent communication/interpersonal skills and an ability to work well in a tightly knit team environment;
- Literacy in Indigenous culture and in urban Aboriginal issues would be an asset;
- Demonstrated understanding, and commitment to, integrating the Native Child and Family Services of Toronto Mission and values in to practice, service and relationships;
- Understanding of various cultures and cultural communities such as First Nations, Métis, and Inuit (FNMI) communities is strongly desirable;
- Ability to understand and work with various other communities appreciating cultural differences and diversity;
- Demonstrated understanding of workplace Health and Safety practices and understanding of an employee's responsibility under current legislation;
- 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.
- NCFST requires all employees, contractors, students, and volunteers to be fully vaccinated against COVID-19, absent of a valid medical exemption or other reasonable consideration pursuant to the Human Rights Code of Ontario

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If you are interested in this job opportunity, please apply by clicking [APPLY HERE](#) on or before **November 4, 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. Native Child and Family Services of Toronto will make accommodations available to applicants with disabilities upon request during the recruitment process. Persons who need accommodation in the application process or those needing job postings in an alternative format may e-mail a request to [hrcnst@nativechild.org](mailto:hrcnst@nativechild.org)

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