



Job Posting

FINANCE ADMINISTRATOR **Full-Time Contract: 13 months**

Guided by Catholic values and teachings; a fundamental belief in strengthening families; and the mandate of the laws of Ontario, the mission of the Society is to protect and advocate for the wellbeing of children within the City of Hamilton.

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.

DUTIES:

Financial Responsibilities

- Prepare financial reports and account reconciliations as required
- Managing A/P and A/R workflow
- Identify and resolve invoicing issues, accounting discrepancies and other financial related issues
- Financial analysis of general ledger accounts and comparison against budget
- Coordinates month end closing procedures to ensure timely financial reporting
- Supporting Director of Finance with financial reporting
- RESP Administration including making applications, maintenance, and tracking
- Supporting Director of Finance with annual budgeting processes that includes activities such as annualizing spending by department, compiling and consolidating departmental budget requests
- Support the annual financial audit processes that includes activities such as preparing working paper, preparing supporting documents for account balances, providing documentation to auditors as required.

Fundraising and Development Responsibilities

- Enter donor information into Donor Perfect
- Corresponding with donors, and issuing donor income tax receipts
- Tracking fundraising activities, including quarterly reporting

Other

- Other duties as assigned

QUALIFICATIONS:

- Post-secondary degree/diploma in Accounting or Business discipline; Accounting designation path preferred
- Proven accounting experience; minimum 5 years

- Strong knowledge and understanding of Financial/Accounting software (Oracle experience preferred); Excellent command of Excel (V lookup, Pivot table, Macros)
- Familiar with charitable organizations and CRA requirements
- Patience, flexibility, professionalism
- Ability to work both independently and in a team environment
- Excellent written and oral communication skills
- High degree of accuracy and attention to detail; Excellent analytical and organizational skills
- Comply with health and safety policies, procedures and the Ontario Health & Safety Act
- Committed to Anti Oppressive Practices, equity, respect of the beliefs and traditions of others
- Committed to Society values of Success for Children, Youth & Families, Service Excellence, Integrity, Human Dignity & Respect, Communication & Collaboration, Compassion, Shared Accountability and Our Team

HEALTH AND SAFETY

Knowledgeable of, and ability to conduct daily activities in a safe and secure manner complying with employee obligations under the Occupational Health and Safety Act, WHMIS, Society Health, safety and security policies and procedures. Reports and makes right any unsafe condition, practice and/or condition.

OTHER

The role description is provided without prejudice to any management rights and is not intended to be an exhaustive list of all duties and responsibilities.

Reporting to: Director of Finance

Employment Terms & Hours of Work: 35 hours per week; 13 month Contract, ending February 2023 with possibility of extension

Position: Non-Union/Non-Management

Compensation: Range, based on qualifications and experience: \$66,586-\$85,173 per annum

Starting Date: As soon as possible

Applications will be reviewed on an ongoing basis up to 11:59pm on January 28, 2022

Apply in writing by submitting an updated resume to:

hr@hamiltonccas.on.ca

We are an equal opportunity employer and are committed to building an 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.