



# BRUCE GREY CHILD & FAMILY SERVICES

FINANCE CLERK

POSITION # 18

**POSTING #:** 2022 - 24  
**EMPLOYEE GROUP:** CUPE, Permanent, Full-time  
**# OF POSITIONS:** 1 position  
**DEPARTMENT:** Finance  
**REPORTS TO:** Supervisor, Finance  
**LOCATION:** Owen Sound  
**SALARY:** Classification 2 (\$42,776 - \$55,280)  
**HOURS PER WEEK:** 35 hours/week  
  
**DATE POSTED:** May 13, 2022  
**CLOSING DATE:** May 24, 2022  
**POSTING TYPE:** Internal & External

Please submit your application quoting posting number above to Human Resources at [hr@bgcfs.ca](mailto:hr@bgcfs.ca) before 4:30pm on the closing date.

As a condition of employment, all external hires will be required to submit proof of complete COVID-19 vaccination or documentation unless a valid accommodation under the Ontario Human Rights Code exists.

## PURPOSE STATEMENT

Reporting to the Finance Supervisor, the Finance Clerk is responsible for coordinating and processing accounts receivable, accounts payable and/or foster care related accounting functions for the Bruce Grey Child and Family Services (BGCFS) and the accurate and complete maintenance of all related data.

## MAIN DUTIES & RESPONSIBILITIES

### *Accounts Payable*

- Processes payment for all approved accounts payable including staff, volunteer, and board reimbursable expenses; vendor invoices and cheque requisitions; foster care per diem, retainers, and expenses; and/or other payables
- Processes all foster care payments including processing, verifying, and tracking monthly per diems & expenses; initiating correction or completion of child data as necessary; maintaining payment tables and rate sheets; maintaining records for children's assistance programs such as Children's Special Allowance and Greenshield and may apply for assistance or coverage on their behalf; tracking foster parent training hours and experience credits and updates rates of pay
- Accurately codes invoices and expenses and enters transactions and posts to the General Ledger
- Prepares cheques and payment attachments for staff, vendors, and Foster Parents
- Verifies day care and special rate agreements for OPR payments

- Void's cheques, maintains banking information for direct deposit and uploads payment files to the bank
- Handles all accounts payable and foster care payment inquiries and discrepancies, ensuring good customer relations are maintained
- Reviews and investigates invoices when required
- Maintains accounts payable vendor databases and payment schedules as they relate to vendor terms and internal timelines
- Completes direct billing applications
- Maintains all records of accounts payable related documents and agreements including parent's maintenance agreements, OSW agreements, OPR agreements etc.

#### ***Accounts Receivable***

- Receives and deposits payments to Child Welfare and the Foundation and reconciling as payments received
- Processes credit card payments
- Enters payment transactions and posts to the General Ledger
- Follows up and makes appropriate contacts where payments are late, ensuring good customer relations are maintained

#### ***General Financial Services***

- Provides account analysis and preparation of financial reports and information for specific programs or vendors
- Maintains and replenishes petty cash for the agency
- Maintains, distributes, and replenishes gift vouchers for workers to give to families and CCSY children
- Book's hotel reservations and makes payments
- Assists auditors by supplying information for yearly internal audit as requested by supervisor
- Runs month end reports for supervisors as requested
- Processes the outgoing mail and faxing requirements generated from assigned duties
- Maintains department filing system
- Maintains the fixed assets inventory

#### ***Relationship Management***

- Demonstrates behaviours, actions and attitudes that are consistent with BGCFS's vision, mission, and values
- Ensures effective and professional communications with all internal/external contacts
- Develops and maintains collaborative relationships at all levels of the organization in order to build trust and confidence in the services provided
- Establishes positive relationships with key stakeholders, internal and external to the BGCFS such as staff, vendors, foster parents, and volunteers
- Share's information according to privacy and/or confidentiality guidelines
- Ensures appropriate communication with appropriate manager at appropriate time
- Respects ethnic, spiritual, linguistic, familial, and cultural differences

#### ***Team Building***

- Develops professional working relationships with team members
- Works respectfully, positively, and collaboratively within a team environment sharing experiences and lessons learned
- Actively participates and engages in team and staff meetings, training sessions and other meetings/sessions as required
- Supports the team and works with team members to ensure department needs are met including absence coverage

### ***Other Related Activities***

- Knows and adheres to all applicable BGCFS policies, procedures, and relevant administrative practices
- Strives to meet or exceed all accountabilities and achieve continuous quality improvement and excellence in all activities and outcomes
- Participates in mandatory learning/education to maintain and update skills and knowledge whenever deemed necessary
- Implements new procedures and controls deemed necessary by management
- Assists in the training and orientation of peers
- Works in compliance with the provisions of the Occupational Health and Safety Act of Ontario and the regulations
- Participates on internal and/or external committees as required
- Participates in special projects and performs other duties as required

## **KNOWLEDGE, EDUCATION, EXPERIENCE, SKILLS & ATTRIBUTES**

### ***Qualifications***

- Community College Diploma in accounting or equivalent
- Minimum 1 to 2 years' experience in progressively responsible accounting related positions
- Solid knowledge of accounts receivable and accounts payable functions
- A Solid knowledge of relevant accounting computer applications such as Oracle
- Good knowledge of legislation, regulations or standards governing accounting functions such as the collective agreement, Foster Care Manual, CRA, banking rules, Ministry guidelines and requirements, related community protocols, and agency policies and procedures related to payables

### ***General Skills and Attributes***

- Solid ability to use MS Office applications (e.g., Word, Excel)
- Solid written, oral communication and interpersonal skills providing constructive, meaningful, and timely interaction with all levels of staff
- Ability to think analytically with attention to detail in the presence of frequent interruptions
- Solid understanding and commitment to quality service and best practice
- Highly detail-oriented
- Accountable for own actions and decisions, making decisions within the scope of the position and referring issues/problems/events to the manager as required
- Flexible, adaptable, and responsive to change
- Ability to deal with information in a confidential manner
- Good ability to analyze information, problem-solve and make good decisions/recommendations
- Self-directed with a good ability to organize, plan, prioritize and multi-task
- Acts with integrity, trustworthiness, humility, transparency, and compassion
- Good written documentation skills that are clear, thorough, concise accurate and timely
- Solid data entry skills
- Good customer service skills
- Ability to work with and meet tight timelines

## **EFFORTS & WORKING CONDITIONS**

- Work is primarily performed at a desk in a normal office environment
- Long periods of sitting and computer/phone use
- The incumbent has the freedom to move about or change position at will
- Multi-tasks within a fast-paced, high-volume and demanding environment

- Frequent interruptions
- Occasional travel to the two BGCFS sites or within the BGCFS region

## DISCLAIMER

*The preceding position description has been designed to indicate the general nature, level and scope of the work performed by this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position.*

## BGCFS COMMITMENTS

*We are committed to having a workforce that is reflective of the diversity of the community and strongly encourages application from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.*

*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 [hr@bgcfs.ca](mailto:hr@bgcfs.ca). Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.*