



York Region
Children's Aid Society
Société d'aide à l'enfance
de la région de York

November 29, 2022
Job Posting #2022-99

Temporary Full-time Finance Support Representative

12 Month Contract

The York Region Children's Aid Society (YRCAS) is a non-profit community organization legally mandated to protect children and youth from abuse and neglect. As a leader within the child welfare sector, we partner with parents, caregivers, and community to provide a safe environment for children and youth, through equitable, culturally aligned services.

Comprised of interdisciplinary teams of diverse professionals who push boundaries in support of family centered care, we engage with children and families for a stronger, healthier community within the York Region.

YRCAS is fully committed to a culture of belonging and an inclusive environment that encourages every team member to lead within their role, generate innovative ideas that reinforce our mission and goal to create a healthy workplace and community where children youth and families thrive.

To support us on our journey, YRCAS is looking for a Finance Support Representative to support our Finance Team.

Why Work for Us?

- ❖ Hybrid working model (working virtual and in person)
- ❖ Casual dress code
- ❖ Employer paid Health & Dental Benefit
- ❖ One day off every five (3) weeks during Winter months
- ❖ Shortened Summer hours
- ❖ OMERS Pension, with employer and employee sharing premiums equally
- ❖ CAA Membership Reimbursement and Mileage Reimbursement
- ❖ Enhanced Wellness Initiatives Virtual Fitness Classes

SUMMARY OF DUTIES & RESPONSIBILITIES

Responsible for processing and reconciling payables, bank related transactions and assist in financial analyses, as required. More specifically, the position provides customer service and involves the processing of payables and payments to service providers including resource parents and other vendors. The position routinely interacts with external vendors as well as internal

Offices

Main Office:
16915 Leslie Street
(Kennedy Place)
Newmarket, ON
L3Y 9A1

Richmond Hill Office:
120 East Beaver Creek
Road, Suite 301
Richmond Hill, ON
L4B 4V1

Vaughan Office:
3901 Highway 7 West,
Suite 202
Woodbridge, ON
L4L 8L5

stakeholders such as service supervisors and staff. The position contributes to the well-being of children and youth in care by ensuring accurate and timely processing to support the efficient operation of the Finance Department. Perform other duties as required

NATURE OF POSITION:

- Administers various source documents which initiate the cheque preparation process. These invoices include supplier and service provider invoices, staff and volunteer mileage and expense claims, staff requests for payment, etc
- Checks for accuracy and appropriateness of all source documents. Calculates payments based on current approved rates and allowance guidelines. Ensures appropriate level of approval has been obtained. Follows up and solves any apparent discrepancies which arise
- Verify and process payables approved in Child Protection Information System (CPIN) and matching purchase orders if applicable
- Processes OPR Board and expense payments ensuring accuracy prior to distribution and maintain other required reports
- Processes CCSY, independent living and other allowances with regard to established agreements, guidelines and approvals
- Prepares payment voucher which includes coding information required for computer input such as the creditor to be paid and breakdown of the payment by amount, type of expense etc
- Ensure and follow up for proper authorizations before processing payments.
- Follow up and reconcile payment requests against advances and resolve any types of discrepancies
- Produce journal entries, periodical reports, forecasts, and any ad-hoc reports relating to the area of responsibilities. Reconcile and adjust where appropriate and necessary
- Manages accounts receivable system for issuing monthly invoices, miscellaneous receivables and parental payments as required
- Prepares all bank deposits for cheques and cash received by the Society, ensuring all payments are appropriately signed and endorsed as required
- Provides Finance related support to the assigned agency teams
- Provides general support to Resource Parents for agency credit cards monthly reconciliations



- Provides timely, efficient, and supportive back-up and assistance to other Finance staff as required
- Perform other duties as assigned by Finance Supervisor or Finance Manager

QUALIFICATIONS

Education and Experience

- A Secondary School Diploma at minimum plus the completion of one year's post-secondary education in business accounting or finance that is combined with several years' experience in an accounting processing office. Completion of a post-secondary degree in business accounting or finance is an asset.

Knowledge and Skills

- Exceptional ability to utilize computerized systems whether gained through work experience or through the completion of a post-secondary degree in business accounting or finance
- Proficiency in Microsoft Windows, Word, Excel, and Teams. Advance level expertise in Excel is an asset
- Understanding of internal accounting controls and best practices
- Ability to work independently, attend to numerous details under time constraint and yet still able to maintain personal composure and a high degree of accuracy on all the work performed
- Ability to manage urgent payment requests without compromising on internal control requirements
- A team-player with good analytical, stress management, and organizational skills with a positive approach to contributing to the team and the organization
- Sound communication skills both written and verbal using tact and professionalism
- Ability to perform job duties in a hybrid working environment.
- Bilingualism in French would be considered an asset

PAY GRADE: Non Union- Pay Grade 5 (\$55,087.08-\$69,572.46)

HOURS OF WORK 33.75 hours per week

Candidates who meet the qualifications are welcome to apply and should do so in writing to human.resources@yorkcas.org no later than 11:59PM December 8, 2022. **Please quote job posting #2022-99 TFT Finance Support Representative.**

We appreciate all applications received. All communications will be held in strict and professional confidence. Only those candidates selected for an interview will be contacted. We thank all applicants for their submissions.

Employment at York Region Children's Aid Society is conditional upon the verification of credentials, a satisfactory vulnerable sector check, a class "G" driver's license with daily access to an insured vehicle, and proof of COVID-19 vaccination (2 doses required), as per YRCAS' Mandatory COVID-19 policy.

York Region Children's Aid Society works in a hybrid virtual and on-site working environment.

Anti-Oppression/Anti-Racism at York Region Children's Aid Society

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

Diversity, Equity & Inclusion

York Region Children's Aid Society is committed to employment equity, diversity and inclusion in the workplace, and fostering equity, diversity and inclusion in recruitment practices is a key aspect of the search process. The current posting is in search of candidates who identified from the following equity seeking groups; women, racialized persons/persons of colour, Indigenous Peoples, persons with disabilities, and persons of the 2SLGBTQ+ community. If you are of the aforementioned identities, and 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.

Vaccination Policy

The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19. Fully vaccinated is defined as having received all of the required doses of a Health Canada approved vaccine and having received the final dose at least 14 days before your employment start date. The candidate will be asked to provide York Region Children's Aid Society with proof of full vaccination, prior to the candidate's employment start date. Acceptable proof includes an Ontario Ministry of Health COVID-19 vaccine receipt which you can obtain through the Provincial portal <https://covid19.ontariohealth.ca/>, or other government-issued vaccine passport or certification. As described above, the requirement to be fully vaccinated is subject to the Ontario Human Rights Code. If the candidate is unable to receive the COVID-19 vaccine for a reason protected by the Code, requests for accommodation from the vaccine policy will be assessed on a case-by-case basis and will be subject to York Region Children's Aid Society accommodation process.

Accommodation at YRCAS

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 that may require accommodation during the selection process are encouraged to notify the Human Resources Department when contacted for an interview.

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.

Children at the heart of all that we do!

