



Hamilton Child and Family Supports
Soutien aux enfants et aux familles de Hamilton

EMPLOYMENT OPPORTUNITY

Hamilton Child and Family Supports was established in 1894 as a not-for-profit charitable organization, mandated under the *Child, Youth and Family Services Act* of Ontario, focusing on the well-being and protection of children. The organization is committed to the strengthening of families, while valuing diversity and promoting equity.

We are dedicated to building a workforce that reflects the diversity of the community in which we live and serve. The organization encourages applicants from all qualified individuals.

We are currently seeking a skilled and committed individual to join our team as a:

FINANCIAL ANALYST

Permanent Full Time (34 hours a week)

\$60,304 - \$73,370

Reporting to the Supervisor of Accounting, the Financial Analyst is responsible for analyzing data and assisting with financial reporting. The Financial Analyst will provide support to the Finance department, including the budgeting, forecasting and month end processes.

Major Responsibilities:

- Collects, analyzes and interprets financial, accounting and statistical records and prepares concise spreadsheets and reports;
- Prepares analysis of general ledger or payroll accounts as required, including compiling budget or costing information and reconciling balance sheet accounts on a monthly basis;
- Assists with month-end accruals and year end audit preparation;
- Collects, compiles, analyzes and documents data to provide budgetary projections for various programs;
- Reconciliation of bank accounts including clearing cheques and direct deposits;
- Reviews and approves accounts payable and accounts receivable journals prior to posting;
- Performs internal audit functions as determined by Senior Leadership to ensure compliance with organizational Policies and Procedures, identifies reportable issues and areas of potential risk;
- Responsible for reconciliations, analysis and reports for boarding rate analysis;
- Provides support to the Accounting Assistants as required;
- Serves as a resource to staff, auditors and other professionals;

Key Qualifications:

- Community College Diploma in Accounting preferred;
- Minimum five (5) years of relevant work experience in accounting (with payroll experience preferred) - preferably in not for profit setting;
- Excellent computer and systems skills required; including Microsoft Word and Excel and accounting systems (experience using Oracle is an asset);
- Strong analytical skills and report writing ability;
- Completion of Level I of the Canadian Payroll Association Payroll Compliance Practitioner Program an asset.

As an employer, Hamilton Child and Family Supports is committed to:

- ***A culture of inclusiveness and diversity reflecting our diverse service recipients, staff, and community alike.***
- ***Providing barrier-free and accessible employment practices.***
- ***In accordance with the Ontario Human Rights Code providing accommodation supports during the selection and interview process if required.***

All employees of the organization are expected to demonstrate respect, empathy, and accountability to the children and families we serve and each other.

Interested applicants must submit a current resume to careers@hamiltoncas.com or by Fax: (905) 522-1089, clearly indicating the Job Posting Number (**#014/24**) by September 26, 2024.