



## NOTICE OF STAFF OPENINGS

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. During this time, the agency has earned a reputation as a leader in the field of child welfare. The Society is committed to the safety, protection and well-being of children and 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 Society encourages applicants from all qualified individuals.**

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

**DIVISION:** Finance  
**JOB TITLE:** Financial Assistant  
**TERM:** Permanent Full-Time  
**SALARY:** As per Category 6 of C.U.P.E., Local 5300 ATS Collective Agreement.

### MAJOR RESPONSIBILITIES

1. Administer full-cycle accounts payable, accounts receivable processing, data entry, and statistical reporting.
2. Process and execute batch payments via electronic funds transfer, cheques and e-transfer in a timely manner.
3. Ensure compliance with internal policies and procedures.
4. Generate accounting registers and general ledger reports as required.
5. Prepares various spreadsheets for analysis and tracking information.
6. Maintain up-to-date vendor records.
7. Prepare and enter journal entries.
8. Analyze General Ledger accounts.
9. Distribute gift cards and other requests.
10. Provide quality customer service to both internal and external stakeholders.
11. Work with finance team members to ensure coverage of all department responsibilities.
12. Performs other duties as assigned by their supervisor and/or their designate.
13. A commitment to diversity, equity, and inclusion, with a willingness to contribute to an organizational culture that prioritizes these values.

### QUALIFICATIONS

1. Secondary School graduation diploma and completion of community college Business Accounting diploma and related experience.
2. Excellent ability to use accounting software packages and MS Office applications; Strong excel skills are required.
3. Understanding of accounting systems, processes and workflows.

***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.***

Interested applicants should submit a resume to [careers@hamiltoncas.com](mailto:careers@hamiltoncas.com) All applicants shall apply to File #014/24.