

JOB TITLE: Finance & Payroll Coordinator

POSITION DETAILS: Permanent (1 current vacancy)

PAY BAND: \$62,818.33. – \$80,753.98 (2026 – 2027)

DESCRIPTION:

Under the direction of the Manager of Finance, the Finance & Payroll Coordinator is primarily responsible for processing Accounts Receivable and Payroll. This position will work collaboratively with the Finance Department to communicate efficiently with internal and external stakeholders and ensure efficient and accurate records of all financial transactions.

WHY WORK WITH THE CHILDREN'S AID SOCIETY OF OXFORD COUNTY

- Our Agency offers competitive base salary and extended group health, dental, life and long term disability insurance plans for our employees.
- All employees can participate in our OMERS pension plan, with employer and employee sharing premiums equally.
- Our workforce starts with 4 weeks of vacation per year, we also provide additional time off over the winter months and opportunities for flexible work arrangements.
- Our workforce performs in a blended virtual and in-person environment.

DUTIES & RESPONSIBILITIES:

1. Responsible for Payroll Processing

- Responsible for processing payroll for all bargaining unit and non-bargaining unit staff, including journal entries and monthly remittances.
- Prepare records of employment (ROE), prepare documents for pension and benefits administration
- Year-end payroll functions (T4's, OMERS 119, etc)

2. Accounts Receivable/Accounts Payable

- Oversee and ensure effective and efficient processing of accounts receivable, accounts payable and monthly boarding expenses.
- Responsible for timely, accurate processing of financial transactions and reports, according to accounting guidelines, Sector/Ministry Chart of Account and Agency Policies.
- Provide support to all departments within the Agency on CPIN and Oracle reporting and processing.

3. Month End

- Manage the month-end reconciliation processes, including reconciling credit card statements and bank accounts to ensure outstanding items and issues are resolved
- Complete Monthly remittances for payroll

4. Provide monthly, quarterly and annual reports as required including:

- Assist in preparation of supporting documents for external auditors.

5. Ensure all work is compliant with:

- Ministry Standards and Guidelines;
- Ministry Policy and Procedures;
- Child and Family Services Act;
- Agency Policy and Procedures.
- Health and Safety policies and procedures

KNOWLEDGE AND SKILLS REQUIRED:

- Advanced knowledge and demonstrated proficiency in computerized systems and applications, knowledge of WorkZoom and/or CPIN is an asset
- Proficiency with Microsoft Office (including Excel).
- Ability to communicate effectively both verbally and in writing.
- High level of personal motivation and professional development.
- Detail oriented with a focus on accuracy and organization
- Ability to perform during periods of multiple demands
- Valid Driver's License for the Province of Ontario

QUALIFICATIONS REQUIRED:

- Post Secondary diploma in payroll, accounting or related field.
- Payroll Compliance Professional accreditation is an asset
- Thorough knowledge of accounting practices in the public sector including grant and fund accounting budget analysis, preparation of financial statements, and internal auditing of transactions
- Strong knowledge of generally accepted accounting principles (GAAP) and generally accepted auditing standards (GAAS)
- Strong analytical skills in analyzing financial information

The Children's Aid Society of Oxford County is committed to the values of equity, inclusion, and respect and is dedicated to building a workforce that reflects the diversity of the community in which we live and serve. The Agency accepts applications from all qualified individuals and encourages applications from equity-deserving groups.

We are committed to creating an accessible environment for all. If you are contacted to participate in the interview process, please let us know if you have any accommodation needs.

Apply with a cover letter and resume to Human Resources at: hr@casoxford.on.ca
The deadline for this posting is: **March 20, 2026**