



OPPORTUNITY

(External – Union)

DATE OF POSTING:	May 27, 2026
POSITION:	Finance Clerk
TERMS OF EMPLOYMENT:	Full-time Permanent, unionized
POSTING NUMBER:	2026 - 10
VACANCY STATUS:	This posting is for one (1) vacancy
START DATE:	To be determined
HOME LOCATION:	Brantford (regular travel within the agency's jurisdiction is required as well as occasional travel outside of the agency's jurisdiction)

EDUCATION AND EXPERIENCE REQUIRED:

- Community College Diploma in Accounting

RESPONSIBLE TO: Director of Finance

MAJOR RESPONSIBILITIES

- To maintain Accounts Payable system from correctly coding original invoices, obtaining appropriate approval of all invoices, to preparation of payments
- Assistance to maintain an Accounts Receivable system from preparing invoices to entering cash receipts and deposits
- Assistance to maintain system involving vouchers.
- Maintain a neat and well-organized work area
- Ensure that record of kilometres submitted by staff is accurate
- Maintain file systems in accounting
- Delivers Bank Deposits to bank
- Credit card tracking and reconciliation

- Other duties as assigned

KNOWLEDGE AND SKILLS REQUIRED

- Knowledge of accounting
- Keyboarding skills of not less than 50 wpm
- Experience in maintaining and balancing Accounts Payable, Accounts Receivable and General Ledger
- Demonstrated experience in Excel, MSWord, Lotus Notes and Accpac, Oracle
- Ability to respond in a pleasant, calm and responsive manner to all enquires
- Ability to organize work activities to meet assigned responsibilities without close supervision
- Committed to AOP values of justice, equity, respect of the beliefs and traditions of others
- Knowledge of anti-black racism
- Knowledge of the impact of residential school and colonization
- Committed to community based philosophy
- Understanding of Indigenous practices and impact of colonization
- Committed to including the voice of children/youth and families as part of our service planning and delivery

ANNUAL SALARY RANGE: In accordance with the Collective Agreement Finance Clerk Grid - \$59,776.43 - \$65,343.03 annually (or hourly equivalent)

As a condition of hire, selected candidates will be required to provide:

- Consent for Police- Vulnerable Records Check- Results must be satisfactory to the employer
- Consent for Child Welfare check- Results must be satisfactory to the employer
- Must have a valid Ontario “G” class driver’s license and reliable vehicle.

Child and Family Services of Grand Erie is committed to working from an Anti-Oppressive and Equity practice and is dedicated to building a workforce that reflects the diversity of the community in which we live and serve.

If you don't see yourself fully represented in each requirement of the job description, we still encourage you to apply. Research has shown individuals from underrepresented groups may only apply when they feel 100% qualified. We are committed to creating a more equitable, inclusive, and diverse organization and we strongly encourage all applicants with diverse identities and lived experiences to apply and to please self-identify in their cover letter.

We are committed to creating an accessible environment for all. Please let us know if you have any accommodation needs.

We thank all applicants; however, only those considered for interviews will be contacted.

Strong preference will be given to qualified applicants from equity deserving groups including but not limited to: Indigenous, South Asian, African Canadian, 2SLGBTQ+ populations.

APPLICATION PROCESS: Submit resume and cover letter electronically at:

Email: employment@cfsge.ca

CLOSING DATE: June 10, 2026 @ 4:30 pm