



Family and Children's  
Services Niagara

Les Services à la famille  
et à l'enfance de Niagara

*For more than a century, Family and Children's Services Niagara, the local Children's Aid Society, has provided vital child welfare, family/community support, counselling, foster care and adoption services to residents in the Niagara Region.*

## Senior Finance Clerk I

[Up to one (1) year]

Under the direction of the Supervisor, the Senior Finance Clerk I accurately and correctly processes and records the agency's business transactions through the accounting system according to established procedures. He/she assists in the preparation of financial and operating statements, including specialized reports. He/she also provides system support of the computerized data system and may specialize in one area of finance function.

### Key Duties:

- Analyzes, reconciles, audits, balances and maintains accounting records
- Investigates, follows-up, reports and participates in developing solutions for discrepancies or other accounting and control matters
- Performs various analysis and reconciliations of accounts and ledgers
- Assists with audits (internal and external) and prepares audit working papers.
- Maintains and updates computerized data tables relating to financial codes, rates and budget information.
- Monitors system for errors and problems, researches processing problems, and takes appropriate action
- Liaises and refers complex problems to internal technical support and/or programmer.
- Accurately prepares, records and processes accounting transactions
- Ensures transactions are completed in a timely manner
- Ensures allocation to accounts is accurate
- Ensures all accounting documents are appropriately handled and conform to the Society's standards with regard to required authorizations, accuracy, completeness and maintenance of supporting documentation.
- Completes various banking activities, reports and reconciliations
- Maintains cash flow statements and reports anticipated cash needs.
- Generates both internal and external financial statements, reports and other information requests and government forms.
- Exercises appropriate communication
- Creates and modifies word processed documents, eg. letters/notes, taking minutes at meetings
- Serves as a resource to staff, foster parents, volunteers and external professionals and service providers in the provision of transactional and related information.
- Ensures the Supervisor is kept apprised of all matters of concern
- Performs other related duties as assigned.

### Qualifications:

- Community College Diploma in Accounting
- Two years previously related experience using computerized data accounting system
- Valid G Driver's License and access to a reliable motor vehicle with appropriate liability insurance required
- Knowledge of and the ability to comply with Generally Accepted Accounting Principles.
- The ability to follow detailed instructions and carry out responsibilities with a minimum of supervision
- Strong listening, communication and analytical skills
- Strong initiative
- Familiarization with using a large computerized accounting system

*Please apply with your cover letter and resume by June 21, 2019 to:*

E-mail: [humanresources@facsnigara.on.ca](mailto:humanresources@facsnigara.on.ca)

*Please include your salary expectations.*

*We thank all applicants however only those considered for an interview will be contacted.*

*Preference will be given to candidates who are bilingual in French and English.*

*Family and Children's Services Niagara is an equal opportunity employer committed to inclusive barrier free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Department to ensure your accessibility needs are accommodated through this process.*