



YORK REGION CHILDREN'S AID SOCIETY

16915 Leslie Street
Newmarket, ON L3Y 9A1

POSTING # 2022-35

June 21, 2022

Applicants are now invited for the position of:

FINANCE SUPPORT REPRESENTATIVE

PUPOSE OF POSITION:

Responsible for processing and reconciling payables, bank related transactions and assist in financial analyses, as required. More specifically, the position involves in processing payables and payments to service providers including resource parents and routinely interacts with them and service supervisors. Perform other duties as required to support efficient operation of the Finance Department.

DUTIES and MAJOR RESPONSIBILITES:

- Administers various source documents which initiate the cheque preparation process. These invoices include supplier and service provider invoices, staff and volunteer mileage and expense claims, staff requests for payment, etc.
- Checks for accuracy and appropriateness of all source documents. Calculates payments based on current approved rates and allowance guidelines. Ensures appropriate level of approval has been obtained. Follows up and solves any apparent discrepancies which arise.
- Verify and process payables approved in CPIN and matching purchase orders if applicable.
- Prepares payment voucher which includes coding information required for computer input such as the creditor to be paid and breakdown of the payment by amount, type of expense etc.
- Ensure and follow up for proper authorizations before processing payments.
- Follow up and reconcile payment requests against advances and resolve any types of discrepancies.
- Produce journal entries, periodical reports, forecasts, and any ad-hoc reports relating to the area of responsibilities. Reconcile and adjust where appropriate and necessary.
- Manages accounts receivable system for issuing monthly invoices, miscellaneous receivables and parental payments as required.
- Prepares all bank deposits for cheques and cash received by the Society, ensuring all payments are appropriately signed and endorsed as required.
- Provides Finance related support to the assigned agency teams.
- Provides general support to Resource Parents for agency credit cards monthly reconciliations.
- Provides timely, efficient, and supportive back-up and assistance to other Finance staff as required.
- Perform other duties as assigned by Finance Manager and Finance Team Lead.

JOB REQUIREMENTS:

- Completion of Grade 12 Certificate plus at least one year's post-secondary education in business courses combined with several years' rounded experience in office procedures, gained from working for computerized organizations where there is a strong emphasis on internal controls and the best practices
- Solid working experience with computerized accounting systems.
- Proficient in Microsoft Windows, Word, Excel, and Teams.
- Ability to work independently, attend to numerous details under time constraint and yet still able to maintain personal composure and high degree of accuracy on all the work performed.
- Ability to manage urgent payment requests without compromising on internal control requirements.
- A team-player with good analytical, stress management, organizational, and communication skills.
- Ability to perform job duties in a hybrid working environment.
- Bilingualism in French would be considered an asset.

PAY GRADE: 5 (\$55,087.08 - \$69,572.46)

HOURS OF WORK: 33.75 Hours per week

Candidates that meet the qualifications are welcome to apply and should do so in writing to human.resources@yorkcas.org no later than 11:59 p.m. on June 30, 2022.

Please quote job posting #2022-35- Finance Support Representative

Work is performed in a hybrid work environment and is performed outside the typical office setting, however on occasion may be required to come to the office when activities cannot be performed remotely.

Employment at York Region Children's Aid Society is conditional upon the verification of credentials, a satisfactory vulnerable sector check, proof of COVID-19 vaccination (2 doses required), as per YRCAS Mandatory COVID-19 Immunization Policy.

We appreciate all applications received. All communications will be held in strict and professional confidence. Only those candidates selected for an interview will be contacted. We thank all applicants for their submissions.

Anti-Oppression/Anti-Racism at York Region Children's Aid Society

YRCAS is committed to having a workforce that is reflective of the diversity of York Region and strongly encourages application from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.

Diversity, Equity & Inclusion

York Region Children's Aid Society is committed to employment equity, diversity, and inclusion in the workplace, and fostering equity, diversity and inclusion in recruitment

practices is a key aspect of the search process. The current posting is in search of candidates who identified from the following equity seeking groups; women, racialized persons/persons of colour, Indigenous Peoples, persons with disabilities, and persons of the 2SLGBTQ+ community. If you are of the aforementioned identities, and feel comfortable making it known, you may choose to self-identify as member of a designated group. Any information directly related to you is kept confidential and used in a safe manner to inform our recruitment process towards being an equal opportunity employer.

Vaccination Policy

The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19. Fully vaccinated is defined as having received all of the required doses of a Health Canada approved vaccine and having received the final dose at least 14 days before your employment start date. The candidate will be asked to provide York Region Children's Aid Society with proof of full vaccination, prior to the candidate's employment start date. Acceptable proof includes an Ontario Ministry of Health COVID-19 vaccine receipt which you can obtain through the Provincial portal <https://covid19.ontariohealth.ca/>, or other government-issued vaccine passport or certification. As described above, the requirement to be fully vaccinated is subject to the Ontario Human Rights Code. If the candidate is unable to receive the COVID-19 vaccine for a reason protected by the Code, requests for accommodation from the vaccine policy will be assessed on a case-by-case basis and will be subject to York Region Children's Aid Society accommodation process.

Accommodation at YRCAS

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants that may require accommodation during the selection process are encouraged to notify the Human Resources Department when contacted for an interview.

Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.