

Position:	Finance Clerk	Hours:	35 hours/week Hybrid - Flexibility is required (Monday – Friday 8:30 AM - 4:30 PM)
File No.:	FACSFLA-2425-26	Number of Positions:	1
Employment Type:	Full-time Temporary (12-month contract), Unionized	Location:	817 Division Street, Kingston, ON
Compensation:	\$45,349- \$57,877		
Date Posted:	October 4 th , 2024	Closing Date:	Open Until filled

Position Summary:

Reporting to the Manager, Finance, this position is responsible for the processing of finance related transactions within the established timelines and is expected to always maintain complete confidentiality. Duties will include, but are not limited to, General Accounting Functions including Accounts Payable and Accounts Receivable.

Minimum Qualifications:

- Post Secondary Education in Finance /Business Administration or a related field, or equivalent from an accredited community college program is preferred
- Minimum of two years recent experience in an accounting/financial position
- Good working knowledge of Excel and of computerized financial database systems
- Accurate and proficient data entry skills
- Exceptional attention to detail
- Strong organizational skills, and effective written and verbal skills
- Ability to work independently and as a team to prioritize time sensitive tasks with minimal direction
- Strong Knowledge of and understanding of anti-racism and anti-oppression principles and ability to incorporate these in the day-to-day practice (such knowledge can be from both lived or work experience).
- Knowledge of anti-black racism, oppressive practices and its impact on equity deserving communities in our region, knowledge of child protection legislation (CYFSA) tools (Eligibility Spectrum), standards, and practice framework (Signs of Safety)

Job Description:

- Review and process financial transactions related to accounts payable, accounts receivable, bank deposits etc., within the established timelines, ensuring accuracy, completeness and compliance with Agency policies and procedures and regulatory requirements; follow up and resolve any and all issues, seeking direction where required
- Prepare and enter accruals, journal entries and perform various reconciliations that include but are not limited to general ledger accounts and vendor statements within targeted deadlines
- Perform month end and year-end financial procedures while meeting targeted deadlines

- Prepare documents, financial reports and forms as required, ensuring financial related policies and procedures are adhered to
- Promote a positive growth environment and provide innovative recommendations for improvement as identified
- Provide back-up coverage and support within Finance department as directed to ensure timelines and accuracy of the department-related accounting records are met

How to Apply:

- To apply, please email your resume and cover letter quoting the competition file number and title of position you wish to apply for, to: recruitment@facsfla.ca Interested and qualified applicants are invited to apply in writing.
 - Please include the competition number and the title of the position in the subject line of the email.
 - Please submit cover letter and resume as single attachment.
 - When applying for multiple positions, please submit a separate application for each position following the above instructions.
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For further information, please visit our website: [Family and Children's Services of Frontenac Lennox and Addington](#)

At FACSFLA, we are committed to building an inclusive and diverse workforce to provide the best support to the children, youth and families we serve. In support of our Strategic Priorities, we are seeking members who reflect diverse identities, lived experiences and perspectives to assist the organization in reflecting the community we serve. This is consistent with our obligation under the Ontario Human Rights Code to ensure that our hiring practices remain equitable to candidates from groups protected by the prohibited grounds under the Code.

The Agency will provide support in its recruitment processes to applicants with disabilities, including accommodation that considers an applicant's accessibility needs. If you require accommodations during the interview process, please contact Human Resources at hr@facsfla.ca

While we appreciate all applications, only those selected for an interview will be contacted. We thank all applicants for their interest in FACSFLA and for applying.