

Finance Clerk

Competition #2526-31

We uphold our responsibility to a community-wide vision of belonging, safety and well-being for children and young people within family, community and culture.

Employment Type: Temporary

Duration:12 months

Location: Kingston

Anticipated Start Date:

Schedule:

Hours of Work: (Monday
– Friday 8:30 AM - 4:30
PM)

Hours Per Week: 35
hours/week Hybrid -
Flexibility is required

Available Positions:1

Salary Range: \$46,709-
\$59,613

Posting Date: March
12th, 2026

Internal Closing Date: March 20th, 2026

**External Closing
Date:**March 26th, 2026

Job 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.

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

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- 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

Required Qualifications:

- Post Secondary Education in Finance /Business Administration or a related field, or equivalent from an accredited community college program is preferred
- Minimum of 3 to 5 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)

How to Apply:

- Email your resume and cover letter to the People and Culture team at RECRUITMENT@FACSFLA.CA
 - Include the Competition File Number AND Job Title in the Subject Line
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We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Equity, Diversity and Inclusion

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.

Accommodation

The Agency will provide support in its recruitment processes for applicants with disabilities, including accommodation that considers an applicant's accessibility needs. If you require accommodations during the interview process, please contact a member of the People and Culture team at recruitment@facsfla.ca

Benefits

- Hybrid work model option
- Health, dental, vision, travel insurance
 - temporary employees receive a percentage in lieu of benefits
- Health care spending account
- OMERS Pension
- Learning and development opportunities
- Employee and Family Assistance Program (EFAP)

Mobility of Employees in the Child Welfare Sector

Where an applicant from a participating Ontario Child Welfare Organization is successful in a job competition, service-based entitlements for wages and vacation shall be based on the length of their most recent period of continuous service, given there is not gap between employment of the 2 agencies. The foregoing does not apply to seniority-based entitlements.

To learn more about FACSFLA, please visit our website: [Family and Children's Services of Frontenac Lennox and Addington](#)

