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## **Job Posting – Finance and Administration Assistant**

<b>POSITION TITLE:</b>	<b>Finance and Administration Assistant</b>
<b>REPORTS TO:</b>	Director of Finance and Administration
<b>CLASSIFICATION:</b>	Permanent, Full-Time
<b>SALARY RANGE:</b>	\$ \$49,000- \$62,000
<b>LOCATION:</b>	Toronto, Ontario
<b>POSTING DATE:</b>	February 1, 2022
<b>CLOSING DATE:</b>	Posted Until Position Filled

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### **POSITION SUMMARY:**

Reporting to the Director of Finance and Administration, the Finance and Administration Assistant is responsible for all Accounts Payable, Accounts Receivable, Payroll and Human Resources functions of the Association of Native Child and Family Services Agencies of Ontario (the Association).

### **RESPONSIBILITIES AND SKILLS:**

The Finance and Administration Assistant will ensure the timely and accurate payment of program and administrative expenditures including office and related costs, staff travel expenses and bi-weekly payroll, training department invoicing, assist with staff recruitment processes, and associated Health Benefits and Pension Plan administration.

#### **Finance and Administration**

- Provides relevant, competent Finance and Administration services to the Association.
- Ensures Finance and Administration services are delivered with excellence and conform to the Association beliefs, values, customs, practices, applicable provincial legislation, regulations, generally accepted accounting principles, Employment Insurance Act, internal policies, procedures, guidelines, and year-end financial auditing standards.
- Reviews all staff, client, and operating expenditures, financial service requests, and cheque requisitions to ensure proper authorization and adherence to policy and procedure.
- Maintains a record of staff and resources direct deposit information.
- Maintains a record of all accounts receivable records including credit vouchers, staff travel expenses and reconciles monthly.
- Prepares and makes regular bank deposits.
- Provides up to date chart of accounts to managers to code their expenditures.
- Batches accounts payable vouchers and enters data into the applicable data management system, ensuring batches are posted to the appropriate month.
- Reconciles accounts payable batch listings and posts to the general ledger.
- Prints accounts payable cheques and prepares for distribution and mailing.
- Completes monthly bank reconciliations in a timely manner.
- Ensures timely and accurate payment of vouchers to avoid service charges.
- Resolves accounts payable discrepancies with staff, resources, and vendors accordingly.
- Refers all unresolved discrepancies to the Director of Finance and Administration.
- Files accounts payable vouchers and records in a timely fashion.

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- Creates new vendor and resource files in the database and updates files as required.
  - Assists the Director of Finance and Administration to compile quarterly service data and related information to report to the Association's Board of Directors.
  - Compiles other financial information and prepares statistical reports as requested by the Director of Finance and Administration.
  - Ensures all staff are paid in accordance with all applicable statutory requirements.
  - Ensures duly authorized timesheets, time off requests, and staff absentee reports are received in a timely manner and compiles attendance information for input into the payroll system.
  - Ensures all payroll source documents are duly authorized according to policy and procedure.
  - Prepares payroll Change Notices for new hires, salary changes, direct deposit information, benefit changes, staff leaves and terminations, and updates the payroll system accordingly.
  - Scrutinizes payroll registers prior to distributing cheques or payroll stubs and submits to the Director of Finance and Administration for review and sign-off.
  - Prepares cheque requisitions to ensure timely payment of all payroll remittances and deductions.
  - Maintains payroll files ensuring all documentation is on file according to policy and procedure.
  - Issues Records of Employment and T4 information slips ensuring compliance with statutory requirements.
  - Responds to inquiries for verification of employment from external financial and credit institutions.
  - Prepares, posts and distributes all job advertisements according to policy and procedure.
  - Maintains schedule of staff anniversary dates to ensure timely completion of annual employee performance appraisals by the Director of Finance and Administration.
  - Maintains master file of job descriptions, and updates accordingly, as per Director of Finance and Administration's instructions.
  - Maintains salary grid and placement on scale schedules, and updates accordingly.
  - Reconciles staff monthly attendance registers with time off requests and absentee reports ensuring time off requests and absentee reports are duly authorized and verifies availability of vacation, leave, and sick time.
  - Supports staff with Time management system with training and/or corrections.
  - Ensures Health Benefits and Pension Plan applications and change forms are forwarded to the plan administrators in a timely manner for processing.
  - Distributes Pension Plan and Health Benefit information and updates to staff accordingly and answers general inquiries from staff.
  - Reviews the finance and administration policies and procedures and makes recommendation for change as applicable.
  - Ensures finance, payroll, and human resources forms are available to staff and updates forms as needed.
  - Ensure confidentiality of all clients, staff, and caregiver records and matters.

### **Program Support**

- Serves as a resource to the Director of Finance and Administration and team.
- Participates willingly and constructively in the supervision process with the Director of Finance and Administration.
- Participates actively in team meetings by sharing ideas and concerns, providing input and proposing meaningful change.
- Attends and participates as a team member in staff meetings, seminars, and training sessions; and
- Participates in special projects as assigned by the Director of Finance and Administration.

### **Skills**

- Excellent oral and written communication and interpersonal skills.
- Excellent organizational, time management, problem-solving and decision-making skills.
- Excellent computer skills and keyboard speed of 50 words per minute.

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## Abilities

- Ability to coordinate all finance, payroll, and human resources functions.
- Ability to data enter, reconcile, and compile financial information and assist with service and statistical data and quarterly reporting.
- Ability to data enter, reconcile, and compile human resources information, administer group benefits, and pension plans and prepare staff letters.
- Ability to data enter, reconcile and compile payroll information, and process bi-weekly payroll.
- Ability to establish and maintain purposeful relationships with staff, management, clients, vendors, and other community service providers.
- Ability to take direction and work within the philosophy, policies, procedures, and auditing standards.
- Ability to work productively with little or no supervision and meet deadlines.
- Ability to flex daily work hours as determined by the Director of Finance and Administration.

## QUALIFICATIONS:

- University Degree in Business, Accounting or Human Resources is preferred.
- Diploma in Human Resources or Accounting with a degree in another area of study, or in process may be considered.
- Certified Human Resources Professional (CHRP) Designation or in process is preferred.
- High School Diploma with four years direct related experience or a combination of skill, education and experience may also be considered.
- Two years of experience in the field of accounting and human resources is preferred.
- Knowledge of Generally Accepted Accounting Principles, and all statutory requirements applicable to the Association's employment relationships.
- Knowledge of Health Benefits and Pension Plans administration.
- Experience working with Indigenous people and communities would be an asset.
- Must possess a valid Ontario Driver's Licence and be willing to travel.
- Must provide a clear Criminal Records Check and Driver's Abstract.

## TO APPLY:

Please email the following items with the subject line, "*Finance and Administration Assistant*" to [HRgeneral@ancfsao.ca](mailto:HRgeneral@ancfsao.ca) :

- I. A Cover letter outlining why you are the most qualified candidate for this role, including your experience working directly with First Nations, Inuit and Métis Peoples, Communities and Organizations.
- II. Resume (include 3 work related references).

Incomplete Applications will not be considered. Only those selected will be contacted for an interview.

The position will be working remotely with the anticipation of travel for team and member meetings. Currently, our employees are working remotely and located within the Eastern Time Zone. To work in synergy, it is preferred that our applicants are working within the same Eastern Time Zone to accommodate team and client meetings.

Please note that preference will be given to qualified First Nations and Aboriginal applicants. Please self-identify. We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process.