



**Huron-Perth**  
Children's Aid Society

**HEAD OFFICE**

639 Lorne Avenue E.  
Stratford, ON N5A 6S4  
tel 519.271.5290  
fax 519.272.0953

**BRANCH OFFICE**

413 MacEwan Street  
Goderich, ON N7A 4M1  
tel 519.524.7356  
fax 519.524.1541

*The Society is currently accepting resumes for the full-time position as follows:*

## **FINANCIAL ANALYST (STRATFORD OR GODERICH LOCATION)**

Located in the picturesque town of Goderich, and Stratford, Ontario, we are committed to partnering with communities to provide professional child protection services. We advocate for and protect children's rights; support and strengthen families and we are leaders for positive change in our community.

Huron-Perth Children's Aid Society values honesty, equity, diversity and inclusion in our workplace and we treat each other with dignity and respect. We are dedicated to building a workforce that reflects the diversity of the community in which we live and serve. We encourage applicants from African Canadian, Indigenous, people with disabilities, 2SLGBTQ+ communities to apply and to self-identify in their cover letter. We are also committed to providing barrier-free and accessible employment practices for all. Accommodations are available on request for candidates taking part in all aspects of the selection process.

### **Summary of Duties and Responsibilities (will include but not be limited to the following):**

Under the supervision of the Accounting Manager, the Financial Analyst will process ongoing, and day to day financial records of the Agency and handle reporting/analysis for the Agency.

#### **Job Responsibilities:**

- Encourage a culture of diversity, equity, reconciliation, and inclusion while engaging, collaborating both internally and externally, and incorporating diverse views and opinions into decision-making.
- In conjunction with the Accounting Manager, is responsible for the preparation and/or verification of payment vouchers associated with all accounts operated by the Agency.
- Prepare monthly journal entries and assist in month-end closing, as well as assist with year-end audit.
- Participate in annual forecasting and budgeting processes.
- Communicate with outside vendors, service providers, and foster parents to problem solve and or verify information required for processing transactions.
- Act as quality assurance over services entered by frontline staff and or managers to produce purchase orders or payments. This may involve assisting with the process and or decision-making regarding general ledger coding.
- Responsible to oversee and ensure correct distribution of cheques and electronic deposits generated by the Agency.

**SAFE CHILDREN.**

**CONFIDENT YOUTH.**

**RESILIENT ADULTS.**

*To advocate for and protect children's rights;  
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- In conjunction with the Accounting Manager, receive cash and cheques for all Agency accounts and issue receipts, including official income tax receipts as assigned.
- Prepare, enter, and post journal entries for the Agency's accounting system including the transference of data from sub-ledger to general ledger.
- Maintains necessary information for statistical purposes.
- Prepare bank reconciliation.
- Familiarize and work in compliance with Agency health and safety policies and procedure for safety and protection as required by the OHSA.
- Performs general administrative duties, including filing, word processing, faxing, photocopying, answering telephones, binding documents, sorting mail, etc.

**Qualifications:**

- Successful completion of at minimum a two-year program from an Ontario College in Business Accounting. Previous experience is between 18 months and up to 3 years working in a similar capacity.
- Skill in using Agency chosen software and equipment, and strong computer skills.
- Excellent written and communication skills.
- Mental and visual attentiveness for long periods, continuously throughout the day
- Comfortable in dealing with stressful situations and events and ability to maintain good public relations.
- Demonstrate flexibility to accommodate work demands.
- Skill in using discretion, initiative and organization in processing work and information.

**Salary Range: \$50,396 to \$59,952**

Candidates who meet the qualifications are welcome to apply and should do so in writing to Shelly Crovetto, Human Resources Manager at [HR@h-pcas.ca](mailto:HR@h-pcas.ca) no later than March 18, 2024. A cover letter and full resume, including three current professional references would be appreciated.

*We thank all applicants, however, only those to be interviewed will be contacted.*

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