



Dufferin Child and Family Services is a multi-service agency providing Children's Mental Health, Child Protection and Developmental Support.

The agency currently requires:

1 – Permanent Full time– Finance Lead

You are seeking:

- An opportunity to work closely with the Chief Financial Officer (CFO) on all financial matters relating to both DCAFS and DCAFF.
- Management of entries relating to all bank accounts, investments, and revenues
- Oversight and Supervision of the payroll functions, Accounts Receivable, Donations and Accounts Payable functions.
- Lead of the Annual Audit
- A unique opportunity to work in a progressive, multi-service agency in collaboration with community partners.

We are seeking: an innovative individual with the ability to:

- Provide direct supervision to and coordinate work schedules of the Payroll Administrator and the Accounting Clerk to ensure coverage and timely and accurate month end close
- Facilitate knowledge transfer, standardize procedures and develop consistent methodologies and work practices amongst the team
- Lead regular team meetings to discuss challenges, provincial initiatives and monthly schedules and engage the group in successful accomplishment of goals
- Take the lead role on a variety of projects such as:
 - Implement financial system changes related to ministry and provincial directives, including new accounting standards, conversion to deferral accounting, new reporting initiatives and changes in software
 - Manage Balanced Budget Fund
 - Undertake program surplus/deficit reviews for over 40 programs, ensuring every year end balance in General Ledger corresponds to Audited Financial Statements
- Prepare monthly bank reconciliations
- Maintain monthly accruals and pre-paids
- Assist CFO with monthly forecasting
- Perform monthly balance sheet reconciliations
- Prepare internal reports for all Managers as required
- Review investment reports monthly and record interest
- Create and maintain reporting templates in the financial system
- Prepare, analyze and issue Year End documentation for audit purposes
- Analyze General Ledger accounts as required and prepare appropriate journal entries as needed
- Prepare semi-annual HST submissions
- Print and distribute monthly financial reports and provide quarterly updates to the CFO
- Provide administration and analysis of all RESP's
- Produce monthly schedules for OCBE reports, client funds/trust

- Log and sign for all cash payments at reception
- Prepare summaries and reports as required
- Coordinate wire payments as required
- G/L entries as needed.

Qualifications:

- Completed Chartered Professional Accountants designation
- Degree in Finance/Commerce
- 4 years' experience in the public sector or NFP preferred
- Advanced knowledge in excel, including macros
- Minimum 3 years related experience including management of staff and projects
- Ability to take on Ministry and internal projects, understanding the impact on the Finance Team, prepare training and timelines to ensure success
- Ability to lead Ministry projects and initiatives, attend training sessions and share/present results with Finance team
- Strong initiative and ability to manage multiple projects
- Communicate effectively: speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- Foster teamwork, work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- Computer skills in Sage Accounting package and Ceridian preferred
- Exemplifies and inspires behaviours, actions and attitudes that are consistent with DCAFS vision, mission and values
- Comfort in handling sensitive information and situations
- Clear vulnerable sector criminal record check.

If you are interested in this job opportunity, please apply by email on or before Wednesday September 21, 2022 to hr@dcafs.on.ca **quoting reference number 2022-032**

As an employer committed to employment equity and accessibility for persons with disabilities, we encourage applications from members of equity-seeking communities including racialized and Indigenous persons, persons with disabilities, women, and persons of all sexual orientations and gender identities/expressions. Our hiring framework is founded in equity, truth and reconciliation, anti-black racism, and anti-oppressive practices.

DCAFS is committed to providing a recruitment and selection process that is both inclusive and free from barriers. Accommodations for job applicants with disabilities are available upon request, and will be provided in accordance with the **Ontario Human Rights Code** and the **Accessibility for Ontarians with Disabilities Act**.

DCAFS requires all employees, contractors, students, and volunteers to be fully vaccinated against COVID-19, absent of a valid medical exemption.

Applicants are required, in advance, to make any accommodation request known to Human Resources by contacting the department at (519) 941-1530 and Human Resources will strive to provide reasonable and appropriate accommodation for all applicants during the recruitment and selection process, which will ensure the process, is conducted in a fair and equitable manner

Thank you for your interest; however only those selected for an interview will be contacted.

Role Location: Orangeville

Hours of Work: 33 hours, 4 days a week

Schedule: Minimum of 2 days a week in-office with flexibility to work remotely for the remainder of the week

Reports to: Chief Financial Officer