



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 Administrator- Client Funding

Reporting to the Finance Lead, this role works closely with SSAH and OAP clients to assist them with the administration of related funding and expenses, works as back-up for both Payroll and Accounts payable, as well as assisting the Finance Team with other duties and projects as assigned.

You are seeking:

- A challenging role that offers flexibility, learning opportunities and work within a multi-disciplinary team
- 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:

- Send out letters and quarterly statements
- Send out any additional communication from MCCSS and assist families with applicable expenditure plans
- Connect with families on a regular scheduled basis
- Be the go-to person for eligibility questions (liaise with SAOs)
- Work with other Finance staff to provide documentation and review payments
- Review SSAH/Enhanced Respite actual expenditures and enter and review the variance column in Ministry reports
- Organize pre-payments for clients with a company credit card
- Track clients' expenses and reconcile within Finance
- Attend weekly meetings for updates on new, completed and revised contracts with OAP clients
- Work closely with Finance staff to oversee any balances owing/refunds due
- Update spreadsheets recording visits to enable month end journal entries, recording revenues in each Program
- Work with the Finance Lead to track billable and non-billable hours
- Assist Finance Lead with all matters related to Client Funds
- Enter and reconcile monthly OCBe payments and CSA payments
- Track all changes in RESP and RDSP accounts
- Prepare quarterly reports on RESP and RDSP changes in accounts
- Advise the Finance Lead and the CFO of any upcoming clients leaving DCAFS care
- Maintain contact information for all related clients
- Maintain a master report showing total Client Fund balances
- Provide back-up for Payroll
- Assist with Benefit payments, reconciliation and review as needed

- Ensure confidential information is maintained and destroyed in accordance with agency policies and procedures
- Perform all other duties as assigned

Qualifications:

- College diploma in Business/Accounting
- Three (3) years of accounting, payroll, accounts payable or related experience;
- Exemplifies and inspires behaviours, actions and attitudes that are consistent with DCAFS vision, mission and values
- Clear vulnerable sector/criminal record check

If you are interested in this job opportunity, please apply by email on or before Thursday March 16, 2023 to hr@dcafs.on.ca **quoting reference number 2023-012**

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: Dufferin

Hours of Work: 33 hours

Reports to: Finance Lead

*This position is outside the union