



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

This is a 4 day per week job – two days in office, two days remote – subject to change

Reporting to the Manager of Accounting & Reporting, this role works closely with SSAH and OAP clients to assist them with the administration of related funding and expenses, has full responsibility for all AR functions, works as back-up for Budgeting 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:

- Process all AR invoices and apply payments.
- Review AR aging report and follow up on outstanding Invoices monthly.
- Send out letters and quarterly statements to DCAFS clients.
- Send out any SSAH Program communication from MCCSS and assist families with applicable expenditure plans and connect with the families on a regular basis.
- Be the go-to person for eligibility questions for SSAH.
- Work with other Finance staff to provide documentation and review payments.
- Review SSAH/Enhanced Respite actual expenditures; enter and review the variance column in Ministry reports.
- Organize pre-payments for SSAH clients with a company credit card and track client expenses for reconciliation
- Attend weekly meetings for updates on new, completed, and revised contracts with OAP clients, working closely with Finance team to oversee any balances owing/refunds.
- Assist Manager of Accounting & Reporting with all matters related to Client Funds
- Prepare Agenda and Minutes for Client Funds meetings
- Download quarterly reports on RESP and RDSP changes in accounts and reconcile the accounts.
- Advise the Manager of Accounting & Reporting and the CFO of any upcoming clients leaving DCAFS care.
- Maintain master file for client funding.
- Process SSAH payments on a bi-weekly basis in SAGE
- Oversee Corporate VISA reconciliations and Journal Entries monthly.
- Back-up for Accounts Payable as needed.
- 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 preferred
- Three (3) years of accounting, business or related experience.
- Exemplifies and inspires behaviors, 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 **Wednesday April 24, 2024** to hr@dcafs.on.ca **quoting reference number 2024-009.**

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; 2 days in office required

Reports to: Manager of Finance & Reporting

Salary Range: \$49,000 - \$65,000