



## Position Available

<b>Competition #:</b>	<b>A-643-2</b>
<b>Position:</b>	Full Time – Accounting/Finance Assistant
<b>Starting Date:</b>	To be determined

### Position Summary:

The position responsibilities focus on financial reporting and contract management requirements for the Ministry of Children and Youth Services (MCYS) and internal financial reporting. The incumbent will report directly to the Director of Finance and Administration (DFA).

### Key Responsibilities

- Oversight of the general ledger and account analysis
- Process biweekly payroll and related reporting
- Preparation of monthly internal financial statements
- Assist DFA with preparation of the management and MCYS budget, quarterly and year-end reports
- Assists in “Lead Agency” financial activities as required.
- Recommends, develops and implements improvements to accounting process and reporting
- Assists in the preparation of the year-end audit
- Provides back-up to the Accounting Clerk

### Qualifications and Experience

1. Post Secondary diploma in accounting or equivalent education and experience
2. Progression to 3<sup>rd</sup> year level in Chartered Professional Accountants program is desirable.
3. Three years experience at a level involving all aspects of the accounting cycle.
4. Experience working in Not for Profit settings a definite asset.
5. Proficient in Microsoft Office applications – Word and Outlook with advanced level in Excel and experience using Excel as a database and data analysis tool.
6. Proficient in the use of financial accounting systems (Microsoft Dynamics (GP) preferred)
7. Knowledge and understanding of Generally Accepted Accounting Principals
8. Good verbal and written communication.

**Apply in Writing with Resume to:**

**Lesley Marriott**  
by  
April 28, 2017