



## **1 FTE Payroll & Finance Coordinator**

### **Posting VCS #122**

\$46,814 – \$57,217/annually

Recognized throughout Southwestern Ontario as a leader in children's (birth-14 years) mental health, Vanier Children's Services provides innovative treatment programs and services for children, experiencing emotional and behavioural challenges. For over 50 years, Vanier Children's Services' mission has been to improve the lives of infants, children, youth, and their families through the provision of mental health services and support based on clinical excellence, collaboration, partnerships, and system leadership. Appointed by the Ontario Government as "Lead Agency for Child/Youth Mental Health (CYMH) System Management" in London-Middlesex (2014), Vanier is also accountable for community-wide Child/Youth Mental Health System Planning (MCYS: "Moving on Mental Health").

#### **Position Summary:**

The Payroll & Finance Coordinator is responsible for daily accounting activities. This position is also responsible for verifying, processing, and maintaining payroll.

#### **Qualifications & Experience:**

- Post-secondary education in a business or accounting program or equivalent combination of education and experience
- three years accounting experience in an intermediate position involving all aspects of accounting knowledge of Generally Accepted Accounting Principles
- payroll experience and knowledge related legislation and guidelines
- proficient in Microsoft Office applications, Word, and Outlook. Advanced level of knowledge in Microsoft Excel with experience using Excel as a database and data analysis tool
- proficient in the use of financial system applications i.e., Simply Accounting, QuickBooks, Xero
- Strong knowledge of accounting principles and guidelines
- Strong verbal and written communication skills
- good judgment with ability to make independent decisions while also recognizing when consultation is required with Director of Finance and/or others in the agency.
- strong analytical skills
- ability to work independently.

#### **Duties & Responsibilities**

- responsible for accounts payable/receivable, including follow-up on overdue accounts receivable, general ledger and service allocations.
  - prepares and completes bank deposits and completes monthly bank reconciliation.
  - assists the Director of Finance with the preparation of the Agency management budget and MCYS budget.
  - assists the Director of Finance with the preparation of quarterly management financial reports and MCYS report including cashflow forecast.
  - provides guidance to Program Managers and Supervisors on financial matters and procedures.
  - develops and recommends improvements to accounting processes and reporting.
  - assists in preparation of the year-end audit.
  - maintains the donations/fund raising financial system (Internally Restricted) and issues charitable donation receipts.
  - prepares other annual reports such as the Annual Charity Return
  - special projects, as required.
  - process bi-weekly payroll and process salary allocations into the accounting system
  - completes government and benefit remittances.
  - Prepare T4 statements.
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#### Requirements

- Full COVID-19 vaccination status
- 2 Step TB test
- Acceptable vulnerable sector criminal reference check

Apply to: Lesley Marriott  
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*Vanier is committed to building a diverse workforce reflective of Canadian society. As a result, it promotes employment equity and encourages women, Indigenous persons, persons with a disability and members of visible minority groups to apply.*

*Vanier is committed to developing inclusive, barrier-free selection and appointment processes and work environments. If contacted in relation to this process, please advise the organization's representative of your need for accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner.*

*While we appreciate your interest, only those selected for an interview will be contacted. Any information obtained during recruitment will be used for employment recruitment purposes only, and not for any other purpose.*

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