



CUPE 5330

Job Posting #34-18
Job Title: Accounting Clerk, Finance
Job Type: Permanent Full-Time (35-hour work week)
Wage Range: \$25.31 - \$28.55 per hour
Job Class: Union JC 7

The District of Sault Ste. Marie Social Services Administration Board is searching for an energetic and enthusiastic individual to join our team based in Sault Ste. Marie as an Accounting Clerk within the Finance Department. The primary function of the Accounting Clerk is to coordinate the maintenance of statistical and financial records by inputting financial data from various sources to the General Ledger system while ensuring accountability and responsibility for Social Services as directed.

Key duties and responsibilities include:

- Review, post and reconcile the CHPI program. Includes producing the daily cheques, keeping the tracking sheet current, and preparation of monthly internal reports and Quarterly Provincial reports for review by the immediate supervisor.
- Manage repayments and reimbursements from clients, law offices and government agencies with the assistance of Ontario Works Case Managers and Family Support Workers.
- Track and prepare monthly reporting to managers as required.
- Work with the Housing Programs Division to maintain the payment and amortization spreadsheet and post in the general ledger for the Investment in Affordable Housing Program.
- Prepare cheques and electronic payments for the DSSMSSAB through the general bank and send for review and approval by the immediate supervisor
- Prepare daily bank deposits, posting to Social Assistance Management System and the general ledger.
- Investigate and gather financial information in response to external Audit Confirmations.
- Prepare various year-end audit working papers
- Produce statistical reports to support Program Delivery and Administrative Reports.
- Perform other general statistical and accounting functions as assigned.
- Actively participate in meetings as requested by the immediate supervisor
- Communicate with financial institutions and outside agencies.

Qualifications:

The successful candidate will have the ability to communicate in an effective and tactful manner, contribute routinely as a team member, organize time to maximize contribution and possess a sound knowledge of the Microsoft Office environment. Additional qualifications for this position include:

- Post-secondary diploma Business Administration, Accounting or Finance
- Minimum 2 years accounting experience
- Proficiency in both official languages is an asset

Date Posted November 8, 2018, 16:00 Hours
Application Deadline: November 16, 2018 16:00 Hours

Should you be interested in applying for this exciting career opportunity, please forward your cover letter and resume to recruitment@socialservices-ssmd.ca by the application deadline with the subject line references **job posting #34-18 - Accounting Clerk, Finance.**

This position is covered by a collective agreement, CUPE Local 5330. Applications from outside the bargaining unit are welcome, but can only be considered if the position is not filled from within the bargaining unit.

The District of Sault Ste. Marie Social Services Administration Board is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005. Individuals requiring accommodation during the application and/or the interview process should contact Human Resources as soon as possible to make appropriate arrangement.



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