



MNAASGED CHILD AND FAMILY SERVICES (MCFS)
EMPLOYMENT OPPORTUNITY
JORDAN'S PRINCIPLE FINANCE CLERK

GENERAL DESCRIPTION

Reporting to the Finance Administrator, the Jordan's Principle Finance Clerk is mainly responsible for preparing various financial reports and tracking Jordan's Principle payments and applications. The Jordan's Principle Finance Clerk is responsible for providing accounting support in the Finance Department through the processing and completion of both accounts payable and accounts receivable. Maintaining confidentiality is paramount to Mnaasged's ability to service children and families in need.

KEY RESPONSIBILITIES:

Accounts Payable:

Ensure accounts are paid following Generally Accepted Accounting Principles (modified accrual) and as outlined in the Mnaasged financial policies and procedures including:

- Receive, verify, log and enter Jordan's Principle invoices and requisitions for goods, services and staff expenses
- Review Jordan's Principle invoices, purchase orders, accounts payable and credit card statements to verify amounts
- Verify that transactions comply with Jordan's Principle financial policies and procedures.
- Ensure ISC Claim Forms are accurately submitted
- Prepare financial reports, general ledger reports and other financial reports as required by the Senior Finance Clerk
- Perform clerical duties including photocopying, faxing, and preparing letters and documents
- Ensure confidentiality and safekeeping of all Agency documents and records

Accounts Receivable:

Ensure accounts received following Generally Accepted Accounting Principles and Mnaasged financial policies and procedures including:

- Post revenues by verifying and entering transactions in the general ledger
- Submits ISC Claims for reimbursement for Jordan's Principle
- Maintains records by scanning invoices, debits, and credits.
- Prepare bank deposits and deposit funds as required

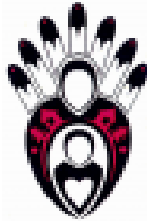
Other Duties:

- Prepare and submit monthly reports, complete time sheets and travel expense claims as required
- Organize and maintain filing system and office key system
- Follow the Mnaasged's human resources, finance and other policies and procedures in the performance of duties

QUALIFICATIONS

Minimum Education – Diploma in Accounting or Business Administration field or equivalent experience

Minimum Experience – Two (2) years' experience in accounting working with Sage 300 or similar financial accounting Software



SALARY

\$40,000.00 – 44,051.00 per annum

HOURS OF WORK

- Hours of work are generally 8:30 am – 4:30 pm for a 37.5 hour work week, Monday to Friday with half an hour (30 minute) lunches,
- The successful candidate must be able to work as required some evenings and weekends
- This is a permanent full-time position once the candidate has passed probation.
- Pension and benefits become available upon completion of 6-month probationary period
- CPIC and Vulnerable Sector is required

Mnaasged gives preference to any First Nation applicants for any employment opportunities as per Section (16)1 of the Canadian Human Rights Act.

Anyone requiring more information about our agency or a full job description position may contact:

Carol Antone, Human Resource Developer
hr.developer@mnaasged.com
(519) 289-1117 ext. 237

Please forward your cover letter, resume and 3 working references letters to:

confidential.hr@mnaasged.com
Human Resource Department
Mnaasged Child and Family Services
311 Jubilee Rd. Muncey, ON N0L 1Y0
Telephone: 519-289-1117, Fax: 519-289-289-3068

Closing Date for this Position:
Friday, December 16, 2022 at 4:00 pm