

Job Information

Job Title	Bookkeeper
Location	Brockville Office
Reports to (Job Title)	Manager of Finance
Term	Part-Time, Contract (0.5 FTE)
Estimated Start Date	ASAP
Estimated End Date	On or before December 31, 2019
Salary Band	Band 1 (\$24.96 to \$29.82 hourly)
Type of Position	<input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time <input checked="" type="checkbox"/> Other: Contract
Posting Date: February 11, 2019	Closing Date: February 19, 2019 at 4:30pm

All interested applicants should advise HR at; hr@fcsllg.ca in writing quoting competition; **COMP 2019-03.**

We thank all applicants for their interest in Family & Children's Services of Lanark, Leeds & Grenville but we will only contact those selected for an interview.

Family and Children's Services of Lanark, Leeds and Grenville (FCSLLG) is committed to providing accessible child protection services to the community. This commitment to meeting the needs of persons with disabilities exists in alignment with the key principles of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) of independence, dignity, integration and equality of opportunity. In accordance with this legislation, accommodations will be made for applicants with disabilities throughout the selection process. Accommodations will be made available for successful candidates with disabilities upon request.

Job Summary

The Bookkeeper is responsible for the delivery of bookkeeping services to FCSLLG in alignment with the vision, mission, values and overall strategic direction of the Agency. The Bookkeeper reports to the Manager of Finance

Key Tasks and Responsibilities

Functional Duties

- Understand and comply with all corporation policies, procedures, programs, practices, guidelines, and work routines including but not limited to transaction based support services for all financial and accounting services
- Be aware of roles and responsibilities under the Ontario Occupational Health and Safety Act, Regulations, and the corporation's health and safety policies and performs duties in a manner that ensures safety at all times
- Participate in regular supervision with the team manager
- Identify in consultation with the manager risks which may have implications for the corporation, including serious occurrences and complaints
- Meet accountabilities as identify by the corporation and achieve continuous quality improvement in all activities
- Participate in team meetings, staff meetings, training sessions



- Act as a liaison with community and provincial organizations as required
- Provide assistance and back up coverage to other workers as assigned
- Undertake all other assigned duties as required

Relationship Duties

- Demonstrate behaviours, actions and attitudes that are consistent with FCSLLG's vision, mission and values
- Develop and foster respectful and accountable working relationships with key stakeholders, internal and external to the FCSLLG
- Demonstrate effective and professional behaviour that will create an environment to achieve organizational outcomes
- Demonstrate abilities to work within a constantly changing environment

Team Building/Interpersonal Duties

- Demonstrate professional, respectful, collaborative working relationships
- Active participation and engagement in continuous learning activities
- Professional standards of communications with all internal and external contacts

Core Competencies

Background/Education/Experience

- Education: Education: College Diploma – Office Administration/financial accounting or equivalent
- Minimum 2 years of experience working in finance and administration
- Satisfactory Police Records Check and Vulnerable Sector Screening
- Valid Driver's License, and access to a reliable motor vehicle with business use automobile insurance

Skills and Attributes

- Knowledge of child protection and assigned functional skills, including Child and Family Services Act, Ministry of Child and Family Services standards and directives and all related legislation relevant to the scope of the assigned functional requirement for this position
- Ability to complete duties in alignment with the corporation's mission, vision, core values, and beliefs
- Understanding of and an ability to work in an environment of change and acceptance of the challenges inherent in an environment of change
- Ability to collaborate and maintain positive partnerships with all relevant key stakeholders aimed at building strong, sustainable relationships and supporting constructive and creating problem resolution
- Demonstrated analytical skills, with attention to detail
- Strong computer aptitude and proficiency
- Demonstrated organizational and time management skills with the ability to meet tight deadlines
- Ability to work independently
- Ability to maintain a high standard of privacy and confidentiality in the performance of duties
- Ability to meet performance and financial objectives

Efforts and Working Conditions

- Work is primarily performed at a desk in a normal office environment
- Long periods of sitting and computer/phone use
- Multi-task within a fast-paced, high-volume and demanding environment
- Frequent interruptions often dealing with critical issues
- Occasional travel within the FCSLLG region including travel to satellite offices
- May be exposed to potentially hazardous environments including driving conditions and risks associated with an office environment



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CHILDREN'S
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of Lanark, Leeds and Grenville

INTERNAL/EXTERNAL POSTING