



The Children's Aid Society  
OF HAMILTON

La Société d'aide à l'enfance  
DE HAMILTON

Serving Hamilton's children and families since 1894.

Au service des enfants et des familles de Hamilton depuis 1894.

## EMPLOYMENT OPPORTUNITY

The Children's Aid Society of Hamilton was established in 1894 as a not-for-profit charitable organization, mandated under the *Child, Youth and Family Services Act* of Ontario, focusing on the well-being and protection of children. During this time, the agency has earned a reputation as a leader in the field of child welfare. The Society is committed to the safety, protection and well-being of children and the strengthening of families, while valuing diversity and promoting equity.

We are currently seeking a skilled and committed individual to join our team as a:

### **Financial Assistant – RESP Administrator** Regular Full Time (34 hours per week)

The Financial Assistant – RESP Administrator processes all disbursements and performs related accounting functions associated with the administration of the Registered Educational Savings Plan (RESP) fund held by the Agency. The RESP Administrator also processes invoices, creates vouchers and prepare & distributes cheques that are associated with various accounting funds of the Agency.

#### **Major Responsibilities:**

- Prepares reimbursable expenses that are to be distributed to any vendor by:
  - a. preparing or receiving requests and vouchers for the distribution of the funds to parents or the bank (RESPs)
  - b. analyzing and editing reports
  - c. obtaining appropriate levels of authorization;
  - d. preparing and editing cheque runs and direct deposits;
- Obtains birth certificates, court documents and social insurance numbers for those children who are eligible for RESPS;
- Notifies the Accounting Supervisor of any discrepancies or concerns related to the position;
- Administers all aspects of RESP program including using the case management system to document and obtain information, sending correspondence to parents and financial institutions, determining RESP eligibility, determining the distribution of funds to eligible RESPS, tracking the status of all RESPS, scanning documentation, monthly reconciliations;
- Extracts information from Cognos and Oracle systems to prepare monthly financial schedules, reconciliations and ad hoc requests;
- Maintains an up-to-date child file and listing in the accounting systems;

The successful candidate will possess a Secondary School graduation diploma and completion of community college Business Accounting diploma and have related experience; excellent ability to use accounting software packages and MS Office applications; understanding of systems, process flows and workflows for accounting.

*All employees of the Society are expected to demonstrate respect, empathy, and accountability to the children and families we serve and each other, and to attend work regularly as regular attendance is critical to maintaining the highest quality and level of service expected in delivering care to the children and families of our community.*

Interested applicants should submit a current resume to [careers@hamiltoncas.com](mailto:careers@hamiltoncas.com) or by or Fax: (905) 522-1089, clearly indicating the Job Posting Number (**File #008/19**)

*The Children's Aid Society of Hamilton is dedicated to building a workforce that reflects the diversity of the community in which we live and serve. The Society encourages applicants from all qualified individuals. Applicants that may require accommodation due to disability during the selection process must notify Human Resources when contacted for an interview.*