



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 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.

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

Financial Assistant – RESP Administrator Temporary Full Time (18-month contract)

The Financial Assistant – RESP Administrator processes invoices, prepare & distributes payment. Processes all disbursements and perform related accounting functions associated with the administration of the Registered Educational Savings Plan (RESP) fund held by the Agency. Record bank entries and prepare monthly account receivable invoices. Process bank deposits monthly.

Major Responsibilities:

1. Accounts Payable:
 - a) Prepares, verifies, and processes batches of invoices for data entry and enter invoices for payment.
 - b) Prepares payments.
2. Accounts Receivable:
 - a) Prepare monthly invoices for billing
 - b) Prepare monthly bank entries
 - c) Prepare and submit monthly bank deposits
3. Monitors distribute, and records vouchers requested
4. Obtains birth certificates, court documents and social insurance numbers for those children who are eligible for RESPS.
5. 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 RESP's tracking the status of all RESP's, scanning documentation into case management system, and monthly reconciliations.
6. Extracts information from Cognos and Oracle systems to prepare monthly financial schedules, reconciliations, and ad hoc requests.

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.

As an employer, The Children's Aid Society of Hamilton is committed to:

- **A culture of inclusiveness and diversity reflecting our diverse service recipients, staff, and community alike.**
- **Providing barrier-free and accessible employment practices.**
- **In accordance with the Ontario Human Rights Code providing accommodation supports during the selection and interview process if required.**

All employees of the Society are expected to demonstrate respect, empathy, and accountability to the children and families we serve and each other.

Interested applicants should submit a current resume to careers@hamiltoncas.com or by or Fax: (905) 522-1089, clearly indicating the Job Posting Number (**File #048/21**) by July 16, 2021