



JOB DESCRIPTION

POSITION: Accounting Generalist

FUNCTION:

This is a confidential, non-union, administrative position reporting to the Finance Manager.

Child Welfare Finances and Other Agency Finances

The Accounting Generalist is responsible for providing analytical, administrative, and data entry services. This includes processing and monitoring payments and expenditures. Providing these services in an effective and efficient manner, the incumbent will ensure that payments are accurate and timely, and that vendors and suppliers are paid within established time limits.

MAJOR JOB RESPONSIBILITIES:

- Processing of vendor invoices, employee expenses
- Prepare and process electronic transfers and payments
- Handling client and vendor queries in a timely and professional manner
- Create and maintain accurate client and vendor files
- Perform monthly, quarterly, and annual reconciliations and reporting
- Update and maintain various spreadsheets and reports
- Receives, researches, and resolves a variety of internal and external inquiries including communicating the resolution of discrepancies to appropriate persons
- Files, maintains, and distributes accounting documents, records, and reports
- Maintain the confidentiality of client information

GENERAL BOOKKEEPING DUTIES AND RESPONSIBILITIES:

- Maintaining accurate journals, ledgers, and books of account, including the preparation of general journal entries
- Preparation and reconciliation of G/L accounts
- Processing month-end journal entries
- Financial analysis
- Process/procedure creation, maintenance, and improvement
- Assist with preparation and coordination of the audit process
- Assist with implementing and maintaining internal financial controls and procedures
- Application and discharge of Child tax benefits, health/dental benefits for children/youth
- Monitoring and reconciling Ontario Child Benefit funds
- Prepare applications for RESP's and summarize monies received for deposit into individual child

accounts

- Any other duties that may be assigned from time to time by the Finance Manager

QUALIFICATIONS:

- Minimum College Diploma in Accounting or Finance (or equivalent)
- 1 - 3 years of accounts payable or general accounting experience
- Attention to detail and high degree of accuracy and analytical thinking required
- Ability to problem solve, troubleshoot, and use critical thinking skills required
- Excellent communication and interpersonal skills necessary to work effectively in a team atmosphere, with clients, vendors, and all levels of management
- Ability to multi-task, prioritize and meet departmental deadlines
- Solutions focused
- Positive and energetic personality
- Must have a valid driver's license

ESSENTIALS:

- Moderate to Advanced Excel skills (Pivot Tables, Nested Formulas)
- Familiarity with Office365 applications (Outlook, Teams, Planner, Tasks, OneNote, SharePoint)

ASSET:

- Oracle, Sage 300 ERP, or other Enterprise financial system
- Bilingualism

Reviewed/Revised: May 2025