



Haldimand-Norfolk  
**REACH**

*supporting children, families, communities*

Haldimand-Norfolk REACH is a multi-service agency, providing Children's Mental Health Services, Autism & Behaviour Services, Developmental Services, Youth Services, Adult Counselling Services, and several Early Learning Intervention & Care services including EarlyON Child & Family Centres and the Community Action Program for Children.

H-N REACH serves as the Lead Agency for Haldimand Norfolk Children's Mental Health Services, Coordinated Service Planning and the Student Nutrition Program in the Hamilton/Niagara Region. Through our Contact Unit, the agency serves as the single point of access for a variety of children's services.

H-N REACH is recognized as a local leader in community education, advocacy, inter-sector collaboration and Community Service Planning.

## Finance Unit

### ACCOUNTS PAYABLE CLERK

Ref. #2025-25

*Full-time, Permanent, Salaried*

**Salary:** Step 1 \$38,750 - Step 2 \$43,593 - Step 3 \$48,437

**Benefits:** *Comprehensive Benefit Plan*

#### Responsibilities:

- Produce invoices and process accounts payable entries
- Verify, allocate, and post details of transactions to accounting software program
- Code invoices with the appropriate general ledger account number(s), program codes and descriptions
- Reconcile and balance vendor accounts
- Prepare respite payments for service participants from their submissions and apply eligibility criteria
- Prepare other internal/external reports as needed
- Collect payments and contact clients as required.

#### Qualifications:

- Post-secondary diploma or degree in business is required
- General knowledge of bookkeeping systems and Microsoft applications
- Experience with Adagio Accounting Software or other accounting software packages
- At least one year relevant working experience
- Ability to work individually and as a team member
- Excellent verbal & written communication skills
- Strong problem solving skills
- Criminal & Judicial Matters Record Check, Children's Aid Society Declaration/Release
- Possession of a valid driver's licence, \$2 million vehicle liability insurance, clear Driver Abstract and use of a vehicle.

Please submit a cover letter (citing the reference # above) & resume by email to [jobs@hnreach.on.ca](mailto:jobs@hnreach.on.ca) by May 19<sup>th</sup>, 2025 to:

Lynn Tessaro, Human Resources Manager

**Haldimand-Norfolk REACH**

101A Nanticoke Creek Parkway, Townsend, ON, N0A 1S0

**Website:** [www.hnreach.on.ca](http://www.hnreach.on.ca)

Only those selected for an interview will be contacted  
*Please contact us if you require accommodation*  
A United Way member Agency



**COME GROW WITH US**

Join the REACH team to make a meaningful difference  
in people's lives every day!