



Haldimand-Norfolk
REACH

supporting children, families, communities

Haldimand-Norfolk REACH is a multi-service agency, providing Autism & Behaviour Services, Child & Youth Mental Health 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 Child & Youth 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

FINANCIAL ANALYST

Full-time, Permanent, Salaried

Ref. #2024-06

Responsibilities:

- Monitor and coordinate data entry activities to obtain and compile financial data for use in maintaining record
- Provide collaborative support to the Finance Unit
- Compile reports for management or government agencies and conduct appropriate level of risk assessments
- Input annual budgets into Adagio Accounting and set standard entries
- Meet deadlines in processing monthly journal and standard entries of financial records
- Complete General Ledger Account reconciliations
- Review and resolve errors and complaints from vendors, clients, and Program Managers with assistance from Supervisor/Manager when appropriate.

Qualifications:

- College diploma in accounting or an acceptable combination of training and experience
- Five years of accounting experience, ideally at a supervisory level
- Working knowledge of Adagio Accounting and/or working experience with other accounting software programs
- Knowledge of various government filing requirements including employee/employer deductions, HST for charities, WSIB, etc.
- Good problem solving abilities
- Excellent attention to detail
- Computer literacy in applicable office applications
- Excellent verbal and written skills
- Criminal & Judicial Matters Record Check, Children's Aid Society Declaration/Release
- Possession of a valid driver's license, \$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 by May 21st, 2024 to:

Lynn Tessaro, Human Resources Manager

Haldimand-Norfolk REACH

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

Website: 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!