

We have an immediate opening for a finance professional with extensive technical, customer service, communication and problem-solving skills for the following position:

FINANCIAL SERVICES OFFICER, Ontario

Reporting to the Assistant Director, Financial Services, the Financial Services Officer is responsible for:

Accounts Payable/Reimbursements

- Verifies and processes invoices, cheque requests and claims for payment, matches invoices to purchase orders as applicable, ensures accuracy, completeness and compliance with policy and procedures
- Coordinates approvals of invoices, cheque requests, claims, receipts and credit card statements, and enters transactions into A/P sub-ledger or G/L as required
- Follows up with vendors and/or Purchasing for discrepancies noted on invoices and/or purchase orders
- Maintains and updates vendor records in SAGE
- Classifies and maintains secure, orderly financial records (electronic and hard copy files as necessary), according to the fiscal year

Travel Claims

- Books flights and reconciles balance of corporate account
- Ensures timely submission of claims receipts as well as use of credits by following up with staff as required
- Trains staff on completion of travel, petty cash, mileage and other reimbursement forms, coding of expenses and reconciliation of credit card statements

Invoicing and Receivables

- Verifies integrity of data relating to invoicing clients and the receipt of payments, ensuring compliance to service fees
- Creates and distributes invoices to clients in a timely manner
- Completes client revenue analysis as requested
- Ensures timely collection of client receivables, contacting clients where needed to discuss payment on overdue accounts

Telecommunications

- Researches options and places orders for new Internet and/or phone service
- Places orders for move and/or upgrade of service
- Monitors available Internet service where online learning centres are located and makes recommendations for change/upgrade where available
- Advises telecom providers of changes to authorized contacts, when applicable
- Provides assistance to IT & Web Services Department in working with providers to troubleshoot and resolve issues
- Coordinates scheduling of installation/service calls between centre staff, IT and service providers
- Manages cellular phone accounts

Qualifications:

- College advanced diploma or university degree in accounting or related field
- Excellent communications skills, with an equally high standard of verbal and written English communication skills
- French verbal and written communication skills would be an asset
- 1-3 years' experience in a financial services position, including auditing and processing claims against policy, accounts payable and accounts receivable experience
- Experience with financial programs (Sage 300 ERP, Paramount workplace and Wisetrack)
- Advanced experience with MS Office, particularly Excel
- Highly developed analytical, problem-solving and organizational skills, with demonstrated ability to diffuse problematic situations and provide a positive client experience
- Proven ability to work with minimal supervision as part of a self-managing team
- Ability to work in a home office
- Proof of full vaccination against COVID-19 is required

Compensation & benefits:

- \$18.24 per hour starting wage
- Competitive full-range benefits package
- Employer/Employee Group RRSP matching contribution plan of 6% each
- 15 days of accumulated paid vacation annually
- A dynamic and friendly work environment where employees have an opportunity to do meaningful work and grow by helping Ontarians get the education and training they need for future opportunities and grow professionally

Hours of work:

- 35 hours per week, Monday to Friday, ability to work some overtime and/or accommodate sporadic weekends is required

How to apply:

This position is open until filled.

- Submit to resumes@contactnorth.ca with a cover letter and résumé
- Quote Job Competition number **#21-117-FINC** in the subject line of the e-mail

Join Our Team!

WHO ARE WE?

As Ontario's community-based bilingual distance education and training network, Contact North | Contact Nord helps underserved residents in 1,300 small, rural, remote, Indigenous and Francophone communities access education and training without leaving their communities.

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We are an **equal opportunity employer.**

Upon request, accommodations due to a disability are available throughout the selection process.

LOCATION

The position is based in Ontario.

