



Employment Opportunity

Title: Finance Clerk

Status of Position: Term (12 months)

Hours of Work: Monday – Friday, 8:30am – 4:30pm (on site)

Office Location: Eskasoni, NS

Deadline to Apply: January 10, 2025

POSITION SUMMARY:

We are currently seeking a Finance Clerk to join our team!

Under the direction of the Finance Supervisor, the Finance Clerk will be responsible for reviewing payment requisitions and supporting documents related to child maintenance expenses. They will also calculate HST rebates as part of the review process.

The Clerk will also review reports from the provincial child maintenance software system for monthly autopayments. They will process these expenses in our accounting system and communicate with caseworkers and their supervisors to ensure that payment requisitions have proper supporting documentation.

The Finance Clerk will be responsible for running quarterly reports on child maintenance expenses in our accounting system. They will need to reconcile the data not only to the totals in the accounting general ledger but also in the format required by the government.

KEY RESPONSIBILITIES:

Responsibilities will be divided amongst the Finance Clerks which include, but are not limited to:

Daily and Weekly Tasks:

- **Invoice Processing:** Verifying invoices and requisitions for accuracy, proper approvals, coding, and compliance with financial policies.
- **Discrepancy Resolution:** Investigating and resolving any discrepancies found in invoices or requisitions.
- **Recording and Submission:** Entering invoices into the accounting system, preparing batches, and submitting them for approval.
- **Reconciliation:** Ensuring accuracy by reconciling spreadsheets with invoice batches and preparing payment runs.
- **Communication:** Responding to inquiries from internal staff and external vendors regarding invoices and payments.
- **Collaboration:** Working closely with supervisors to address concerns, meet deadlines, and ensure financial accuracy and security.

Monthly and Quarterly Responsibilities:

- **Expense Review:** Reviewing processed expenses to ensure they're properly accounted for in the correct periods.
- **Reporting:** Generating required monthly and quarterly reports for processed expenses.
- **Meetings and Training:** Attending meetings with the finance team, participating in training sessions, and staying updated on relevant topics.

Annually:

- **Audit Assistance:** Assisting the senior finance personnel and auditors during the annual audit by providing necessary documentation, information retrieval, and addressing audit inquiries.

This position demands a keen eye for detail, strong organizational skills, adherence to financial policies, and the ability to collaborate effectively with team members across different departments. It also requires adaptability to handle diverse financial tasks, from daily processing to annual audit support.

QUALIFICATIONS:

- Degree or Diploma in Business Administration (or similar field of study), with a major or concentration in Accounting or Finance and/or a minimum of 2 years' experience in a similar role
- Comprehensive knowledge of computer applications, including Sage 300 and Microsoft Office (especially Excel and Word)
- Experience managing a large volume of transactions while meeting strict deadlines.
- Excellent written and verbal communication skills, with the ability to explain financial information to a diverse group of individuals.
- Data entry experience with a High degree of accuracy and attention to detail
- Demonstrated organizational and time-management skills
- Excellent customer service skills and ability to remain professional in all situations, including the ability to respond appropriately to external and internal counterparts.
- Clear understanding and demonstrated respect toward internal and external confidentiality procedures and requirements.
- A willingness to enhance knowledge and understanding through additional training and professional development.
- Must possess a valid driver's license and have access to a vehicle

Classification Range: LV4(0.80) – LV4(1.20)

Salary range: \$46,800 - \$67,600

What We Offer

Based on the employment status, successful candidates may be eligible for our comprehensive health and dental benefits package as well as a defined contribution pension plan.

We offer a wide range of benefits such as:

- Employee and Family Assistance Program
 - Three (3) weeks' vacation to start
 - Paid time off for Christmas office closure
 - General Illness
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Please submit cover letter, resume and two professional references to:

Kirstin Ward, Recruitment & Development

Email: Kirstin.Ward@novascotia.ca

As part of the hiring process, successful candidates must undergo a vulnerable sector check and provide clearance from the child abuse registry.

Deadline for Application: Friday, January 10, 2025

We are an equal-opportunity employer. All aspects of employment including the decision to hire, promote, or discharge, will be based on, competence, performance, and Agency need.

Qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission.

Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Non-Canadian applicants must be able to provide proof of current entitlement of eligibility to work in Canada.
