

Maltby Centre – E2021-07

Finance Clerk - Payables / Correspondence

Kingston, Ontario (Virtual to start - A return to the office when appropriate)

Job Posting Number

E2021-07

Position Type

Temporary Full-time
up to 6 months

Salary

Starting at \$45,735
annually

Benefits

Healthcare of
Ontario Pension Plan
and percent in lieu of
benefits

www.maltbycentre.ca

Closing Date:

March 24, 2021

Maltby Centre is the lead regional agency for Mental Health and Autism Services, with an experienced and compassionate team of professionals who provide high quality, community based health and support services to children and youth in Kingston, Frontenac, Lennox & Addington (KFL&A). Formerly known as Pathways for Children & Youth, Maltby Centre is a registered charity and not-for-profit agency established in 1996 and funded in part by the Ontario government. Through the work of over 140 dedicated staff, Maltby Centre creates possibilities for change in young lives.

Reporting to the Director of Finance & Corporate Services, the Finance Clerk - Payables / Correspondence is responsible for the completion of a range of accounting tasks related to accounts payable procedures and maintenance, journal entries and financial reporting to support the Agency's fiduciary stewardship obligations. This position also provides support for fiscal year-end procedures and contributes to the annual budget preparation and auditing cycles. In addition, the incumbent assists in ensuring efficient and effective information flow within the department through the coordination and appropriate distribution of emails, hard copy mail and other relevant documentation.

As our ideal candidate, you are focused on providing exceptional customer service and possess superior organizational skills and attention to detail along with advanced proficiency in the utilization of Microsoft Office software. You hold a Diploma or Degree in Business Administration, with an accounting focus or equivalent experience. Your minimum 3-years' experience has provided you with

varying levels of expertise and in-depth knowledge related to of accounts payable matters and generally accepted accounting principles and business practices.

To explore this exciting opportunity at Maltby Centre further, please submit a cover letter and résumé, quoting the job posting number to:

The Hiring Committee, Maltby Centre

Email: hr@maltbycentre.ca

Maltby Centre is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, Maltby Centre will provide accommodation throughout the recruitment, selection and/or assessment process to applicants with disabilities.

We appreciate the time and effort in applying; however, only applicants selected for interviews will be contacted.