



Financial Support Worker

South-East Grey Support Services, Flesherton, is currently recruiting an experienced Financial Support Worker, to join our Finance team. Reporting to the Director of Finance/Lead, the ideal candidate will have experience in Accounts Payable and Receivable procedures and be well versed in common accounting practices. This position, based on the needs, will be considered at 30 to 40 hours per week, for the successful candidate.

Qualifications and Requirements:

- diploma/degree in Business or Administration course or equivalent experience
- experience in ledgering, bill payments and assigning these to budget lines and individualized funding accounts.
- experience with accounting software, Microsoft Office, and Excel
- efficiency and effectiveness in maintaining computerized financial records.
- flexibility and resourcefulness to deal with new situations and ability to independently handle a wide range of duties and work in a busy team environment
- superior customer service, using professional, technical, verbal, and written communication and interpersonal skills
- excellent organizational, written, verbal and time management skills with the ability to deal with confidential information.
- maintain a positive, effective, and efficient work ethic within a team atmosphere
- adapt easily to change, new situations, projects, opportunities and needs, including back-up responsibilities outside of the Financial Support Worker position
- willingness to embrace the organization's philosophy, with overall accountability to our services we provide regarding dignity, respect, and quality of support, including the ability to embrace the philosophy of our agency, with an understanding of Developmental Services and the responsibility to our funder, the Ministry of Children, Community and Social Services

Application Process:

Please submit a cover letter along with your detailed resume, by 4:00 p.m. on Friday, March 17th, 2023, to the attention of the Director of Human Resources by e-mail to careers@segss.com

***For more information about South-East Grey Support Services Mission and Philosophy
visit segss.com***



Being creative, embracing change, valuing diversity & inclusion

We are an equal opportunity employer and are committed to an inclusive barrier free recruitment and selection process and work environment. We thank all applicants who apply to South-East Grey Support Services however acknowledgement will only be forwarded to those applicants who are invited for an interview.

Please advise Human Resources of any accommodations required, to ensure your access to a fair and equitable process. Any information relating to accommodation will be addressed confidentially