



Canadian Mental
Health Association
Sudbury/Manitoulin
Mental health for all

Association canadienne
pour la santé mentale
Sudbury/Manitoulin
La santé mentale pour tous

FINANCE CLERK

INCUMBENT: TBD

REPORTS TO: Director, Finance & Corporate Services

PROGRAM: Finance

APPROVED BY: Board of Directors

DATE APPROVED/REVISED: January 2022

HOURS: 35 hours/week

POSITION SUMMARY:

Reporting to the Director, Finance & Corporate Services, the Finance Clerk *assists with all aspects of the accounting cycle* including, but not limited to: accounts payable, accounts receivable, administrative support, and payroll. This position is also responsible for providing administrative support to the Finance team and provide finance support to the Leadership team as needed.

ESSENTIAL JOB RESPONSIBILITIES:

Accounts Payable

- Processing, verifying, and reconciling invoices and remittances (cheque, EFTs) in a timely and efficient manner
- Resolving purchase orders
- Maintaining vendor lists
- Communicate with suppliers as needed to resolve issues

Accounts Receivable

- Creating and maintaining customer lists
- Preparing customer invoices
- Record incoming payments and follow up to ensure outstanding invoices are paid

Payroll

- Input payroll data and review with Finance team to ensure accuracy
- Process payroll information
- Ensure compliance with the Collective Agreement, agency polices, and federal, and provincial legislation



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Other Financial Duties

- Preparation of information according to year-end requirements
- Assisting in the preparation of agency budgets
- Internal and external committees support may include: being an active participant and/or lead on committee(s)
- Assist in the preparation of reporting to funders and government agencies
- Reconcile general ledger accounts, credit cards and bank accounts

ESSENTIAL JOB QUALIFICATIONS:

Qualifications

- Completion of a Diploma in Business Administration or Accounting
- 1-2 years related experience
- Proficiency in Microsoft Excel
- Ability to prioritize and manage time and meet deadlines
- Proficient in Microsoft Grand Plains Accounting Program is an asset
- Completion of a Certificate Program through the Canadian Payroll Association is an asset
- Fluency in English is essential. Advanced conversational French is essential for 40% of these positions. Priority will be given to candidates who are bilingual in French and English as per our French Language Service Plan.

JOB SPECIFIC COMPETENCIES

The following competencies are required for this position:

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| Teamwork and Collaboration | Participates willingly and supports team decisions. Shares relevant or useful information with team. Speaks of team members in positive terms. Is looked to by team members as a valuable source of information. |
| Integrity | Upholds clear ethical standards that are broadly respected within the agency. Holds self-accountable for professional behaviour. |
| Planning, Organizing and Coordinating | Efficiently uses time and completes tasks/projects on time through the routine planning of own work and organization of resources. Keeps manager and other appropriate people informed on progress of tasks/projects. Able to complete work to meet various reporting deadlines. |
| Building | Develops a long-term collaborative relationship with stakeholders |



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| Relationships and Partnerships | with the explicit intent to share information/resources and advance the program. Calls on relationships in times of needs but also responds expediently to requests of others. |
| Functional Skills | Ability to solve problems or issues by analyzing the problem or issue and determine appropriate solutions or alternatives. Ability to communicate effectively. |

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization