



## Job Posting Senior Finance Assistant

**LOCATION:** Good Beginnings' Administrative Office (871 Dundas St., Woodstock ON)  
**START DATE:** February 2020  
**HOURS:** 35 hours per week  
**RATE OF PAY:** range of \$19.73 - 25.70, per hour to start, based on credentials and experience

**As a Full-Time Permanent Employee of Good Beginnings, after a successful probationary period, you will be entitled to:**

- **Health and dental benefits**
- **Regular pay grid increments**
- **Paid vacation and personal days**

Reporting to the Director of Finance and Human Resources, the Senior Finance Assistant will be responsible for performing various accounting, payroll, and financial management duties.

### QUALIFICATIONS

We are seeking a friendly, energetic, and professional individual who possesses the following qualifications;

- Completed post-secondary education in finance, accounting, business administration, or a combination of education and experience in these areas.
- A minimum of 3 years relevant experience in an administrative or senior accounting role i.e. accounts receivable, accounts payable, payroll, data analysis etc.
- **Exceptional computer skills;** proof of excellency in all Microsoft Office applications. **Strong proficiency in Excel particularly required.**
- Ability to assist with the preparation of monthly and quarterly reports & financial statements
- Experience drafting and creating reports from large volumes of raw data
- Experience with Ceridian Payroll Software an asset
- Experience with Canada Emergency Wage Subsidy processing an asset
- Ability to learn various in-house software programs
- Excellent interpersonal and communication skills, particularly spelling and grammar
- Efficient, organized, and able to multi-task
- The ability to work effectively under pressure, handle heavy volumes and meet demanding deadlines. Strong attention to detail and time management necessary.
- Current and satisfactory Police Record check including Vulnerable Sector Check, acceptable to Good Beginnings
- Full duties of the job description will be provided at the time of the interview

**Please submit your cover letter and resume to:**

Julia Daly, Human Resources Coordinator  
[hr@goodbeginningsday.com](mailto:hr@goodbeginningsday.com)

**Closing date: Friday, January 29, 2021**

**Although we thank all applicants for their interest in our organization, only those selected for an interview will be contacted.**

*Good Beginnings is an equal opportunity employer. We celebrate diversity, and are committed to creating an inclusive environment for all employees. We are dedicated to providing an inclusive and barrier-free recruitment and selection process. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.*