Classification: Part Time Permanent; .80 FTE (28 hours weekly); Union

Type of Posting: To fill a Permanent vacancy

Work Schedule: This position must work to meet the business needs of payment dates on the 15th and the last business day of each month.

Work location: This position is based at our office.

Salary Range: $50,992 – 61,254 per annum, prorated to .80 FTE

Starting Date: As soon as possible

Application deadline: 11:59 PM Sunday November 15, 2026. Applications will be reviewed on an on-going basis.

Application process: Apply through the Career section of our website: https://hccas.ca/

This position is being posted both internally and externally. Internal candidates who meet the job requirements will be interviewed prior to external applicants.

MISSION

Guided by Catholic values and teachings, we serve and offer bilingual (English/French) service to children, youth and families within the Hamilton community to protect their safety and well-being, strengthen families and nurture lifelong relationships.

The Catholic Children's Aid Society of Hamilton is committed to having a workforce that is reflective of the diversity of the city of Hamilton and strongly encourages applications from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.

Qualified candidates must have the skills and knowledge needed to work with an increasingly diverse population as well as knowledge of inequities, how they are perpetuated, and the skills to address them, specific to the requirements of the job.

We are currently seeking an Accounting Clerk to join our **Finance Department** on a part-time permanent basis.

PURPOSE

The **Accounting Clerk** will perform their duties with a high degree of personal and professional integrity, while building collaborative relationships and partnerships with all individuals based on mutual respect.

The **Accounting Clerk** is responsible for ensuring all duties are carried out in alignment with the mission and vision of the Society with a commitment of social justice.

KEY RESPONSIBILITIES

- Using CURAM and CPIN, the incumbent prepares and processes general payments
- Prepare and process general payment runs, including distribution and disbursement of payments as required
- Maintains paper and electronic records
- Receive, review and match vendor invoices to purchase order, and submit for approval when necessary
- Provides support to the finance department in the distribution of gift cards, food vouchers, and bus tickets as required
- As and when required, seeks clarification related to processing invoices
- Coordinates work with supervisor and follows the direction of the supervisor after consultation when required.
- Respond to queries from various sources such as workers and external service providers as required
- Completes mandatory training and participates in ongoing agency training.
- Demonstrates leadership and a commitment to the principles of anti-oppressive practices and anti-racism based on justice, fairness, equity, respect of the beliefs and traditions of others.
- Complies with agency Health and Safety policies and the Ontario Health and Safety Act, and regulations.
- Committed to the Society's mission and vision.
- Performs other duties as may be assigned.

QUALIFICATIONS/SKILLS

- Secondary School Diploma, Community College Diploma in accounting and bookkeeping or related field.
- Knowledge of Accounting procedures for processing invoices
- Strong written and verbal communication skills
- Demonstrates strong attention to fine detail
- Strong organization skills, experience with document management of paper and electronic documents/files
- Ability to work independently, strong ability to organize, prioritize and complete work in a timely manner.
- Effective time management skills to conduct tasks in a timely manner to meet deadlines.
- Demonstrates a commitment to, and work ethic in leadership and role models behaviours that demonstrates the Mission, Vision and Values of the Catholic Children's Aid Society.
- Experience working with Oracle tools would be an asset
- Bilingual French/English is an asset.
- Respectful and compassionate demeanor.
- Knowledge and commitment to anti-oppressive/anti-racist philosophy.

Additional Requirements for this Position:

- Knowledge and experience using computer software such as Microsoft office, Teams, and proprietary child welfare systems and programs.
- Able to affirm and integrate Society values which reflect the Agency's Catholic faith, heritage, culture and traditions.
- At the time of hire, documents required will include:
    - Criminal Record and Judicial Matters Police clearance
    - Provincial Child Protection Record Check

Catholic Children's Aid Society of Hamilton is committed to ensuring a unbiased selection process that values equity, diversity and inclusion and reflects the Hamilton Catholic community that we serve.

In order to minimize interviewer bias we have incorporated the following into our selection process:

1. *We will have our interview panel score written assignments blind to eliminate bias*
2. *We will seek out recent examples on behavior-based questions during the interview process*
3. *We will review a candidate's lived experience during the interview and when assessing staffing needs*
4. *We provide accommodations in accordance with AODA and the Ontario Human Rights Code*
5. *We will hold your application in strict and professional confidence*

We are an equal opportunity employer and are committed to building on inclusive process that respects the dignity and independence of people with disabilities. If you require a disability related accommodation in order to participate in the recruitment process, please inform Human Resources at the time when you are invited for an interview.