

Finance Assistant
Full Time (35 hours per week)
23-004NCFRC

Are you looking to make a difference in your community?
Join the Norwood family and start making a difference today!

Norwood Child and Family Resource Centre is an Edmonton based non-profit organization that has been supporting children and families since 1963, with a vision of Healthy Children, Healthy Families, Healthy Communities. Our programs and services are designed to strengthen and enrich families with children birth - 5 years old. Early childhood experiences are aimed at fostering optimal child development and healthy parent-child attachment. Parent education opportunities are created to support building the capacity of families. Family support services are provided to support families as the child's first and most important teacher. Information and referral is a key practice in supporting families to grow and learn within their own communities. Programs are delivered using a holistic approach to support the social, emotional, intellectual, language, physical and creative needs of children and families in the community. For more information, visit <https://www.norwoodcentre.com>.

Norwood provides the following:

- Health, dental and vision premiums
- 5 weeks of paid time off per year (1 week at Spring Break, 2 weeks at Christmas and 2 weeks vacation)
- 12 sick/personal leave days per year
- Service recognition and employee awards
- 2 staff fun/appreciation days per year
- Strong focus on employee wellness and work-life balance
- Supportive of ongoing professional development
- A compassionate team environment

Reporting to the Operations Director, the Finance Assistant is responsible for supporting payroll, benefits, and accounting functions, and ensuring daily financial transactions are completed in a timely and efficient manner.

Norwood staff are guided by the following Team Charter: (SPIRIT)

- **Support** - We utilize one another's strengths to take on challenges and opportunities using positive communication, collaboration, and compassion.
- **Passion** - We have the energy, attitude, and enthusiasm to be fully committed and engaged in our work with each other.
- **Integrity** - We are honest, trustworthy, transparent, and accountable with each other.
- **Respect** - We accept others without judgment and recognize that every individual is a person of value.
- **Inclusivity** - We celebrate diversity and welcome people of all backgrounds, cultures, and perspectives.
- **Team** - We are all one group working towards improved outcomes for children and families.

If you share our values and support our mission and vision please consider joining our team.

Reporting to the Operations Director, the Finance Assistant is responsible for the following:

- Completing payroll runs while ensuring accuracy of wages, vacation entitlements, pensions, benefits, and any other payments and deductions
- Verifying the accuracy of documentation used in preparing Records of Employment and annual T4s
- Ensuring employee records are accurate in the payroll system
- Processing data from the employee time sheets and updating leave summaries
- Processing accounts payable and accounts receivable ensuring timeliness, accuracy of information, and appropriate backup documentation
- Reconciling various GL accounts, such as benefits and government remittances
- Administering employee pension and benefits plans
- Tracking pension contributions as compared to Form 21 (Schedule of Expected Pension Contributions) and explaining any variances to the pension administrator
- Tracking employee training and certification renewal dates

The ideal candidate will possess the following qualifications:

- Post-secondary diploma in Accounting, Commerce or Business Management
- Minimum of 2 years' experience in an accounting or finance role
- Experience processing payroll
- Proficient in Microsoft Office and accounting programs (Sage 300 would be an asset)
- Excellent organizational skills, and ability to prioritize and plan work activities in order to meet deadlines
- High level of attention to detail
- Possess a valid driver's license and access to a reliable vehicle
- Criminal Record Check and Child Welfare Intervention Record Check (findings will be reviewed on a case by case basis)

The following qualifications are considered an asset:

- Payroll Compliance Practitioner (PCP) certification

The starting hourly range for this role is \$25.48 - \$28.67 per hour (\$46,373 - 52,179 per year) based on a 35-hour week.

Norwood Child and Family Resource Centre, values diversity and welcomes applications from First Nation, Inuit, Métis, New Canadian, racialized, differently abled and 2SLGBTQIA+ communities.

To apply for this opportunity, please submit your résumé and cover letter to: careers@norwoodcentre.com

Please state in the cover letter how you align with the Norwood Team Charter and how you heard about the position.

Please include Finance Assistant and Job ID Number 23-004NCFRC in the Subject Line of the email.

Closing Deadline: Until Suitable Candidate is Found

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

COVID-19 vaccinations are mandatory for all Norwood staff and practicum students. Successful candidates will be required to provide proof of their COVID-19 vaccination prior to their start date. If you are the successful candidate and cannot be fully vaccinated on the basis of a protected ground under human rights legislation, you may request an accommodation that will be reviewed by the agency.

Immunization against COVID-19 is the most effective means to prevent the spread of COVID-19, to protect the children and families we serve, our workers, and the public; to prevent outbreaks at the Agency; and to preserve workforce

capacity. This policy strengthens work Norwood has done throughout the pandemic to keep our staff and participants safe (i.e. distancing, hand hygiene, infectious disease protocols, PPE use, masking, and staff education).