



Opportunity  
Changes  
Everything

The Boys and Girls Club of Niagara is seeking candidates to carry out the duties of Full Time Financial Assistant. The Financial Assistant is responsible for assisting in the delivery of all BGC Niagara financial services including but not exclusive to the oversight and/or application of all book-keeping functions.

### **Position Overview:**

The Financial Assistant is responsible for assisting in the effective and efficient delivery of financial tasks as it pertains to BGC Niagara's operating and foundation books, the completion and tracking of all BGC Niagara associated government remittances, and Human Resource functions as they relate to payroll and records of employment associated with BGC Niagara.

This position reports directly to the Finance Manager. This is a full-time hourly position with compensation between \$21.00-\$23.00 per hour.

### **Qualifications:**

The position requires related bookkeeping experience, certification/working knowledge of Accounting and Payroll processes, a strong working knowledge of accounting software & Microsoft Office utilities, current acceptable police clearance, valid driver's license and access to a personal vehicle.

SAGE Simply Accounting software and database management experience would be considered an asset.

### **Duties and Responsibilities:**

Deliverables include but are not exclusive to:

- Assist in the completion of accounting tasks within the parameters of generally accepted accounting practices and the policies and procedures of the Boys and Girls Club of Niagara;
- Assist in the research and preparation of reports with respect to the portfolio as assigned;
- Assist in the confidential filing of records;
- Assist in the reconciliation of financial remittances, processes and records;
- Assist in the processing of revenue and the preparation of bank deposits;
- Assist in the data entry of accounting records, service provider invoices and the preparation of payments;
- Assist in the timely processing of payroll and related processes;
- Participate in training initiatives as required;
- Support and assist the completion of administrative tasks as needed.

### **Application:**

### **Why Work at the BGC Niagara?**



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As part of Canada’s largest child and youth-serving agency, BGC Niagara is a charitable, community-supported organization dedicated to helping children and youth reach their full potential. Since 1960, the BGC Niagara has provided a broad spectrum of services for children and youth 0 – 24 years of age, including food, shelter, transportation, childcare, aquatics, recreation, physical activity, leadership, and life skill programs.

Today, BGC Niagara serves vulnerable children and youth across the Niagara Region. As a leading provider of quality programs for children and youth, BGC Niagara offers transformative experiences that are accessible, reliable, and open to all, with a focus on providing safe places where kids can develop confidence, gain skills, and experience success.

Interested Candidates should apply by sending a cover letter and resume to employment @bgcn.ca quoting the job title in the subject line no later than **March 24, 2023**.

The BGC of Niagara is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environment. We will accommodate the needs of the applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Department to ensure your accessibility needs are accommodated throughout this process. Information received relating to accommodation measures will be addressed confidentially.