

EMPLOYMENT OPPORTUNITY

Senior Finance Clerk

0.6 FTE (21 hrs/week)
9-Month Contract with the Possibility of Extension
Compensation: \$30.00-32.00

If you're detail-oriented, organized, and enjoy supporting meaningful community work through strong financial systems, this could be a great fit. Reporting to CFS's Finance & Operations Manager, the **Senior Finance Clerk** supports day-to-day financial operations and plays a key role in managing and tracking multiple grant-funded programs.

This role is well suited to someone who is comfortable working with numbers, systems, and deadlines, and who understands the importance of accuracy, accountability, and compliance in a nonprofit environment. You'll work closely with program staff to support grant budgets, financial reporting, and audit-ready records across diverse funding agreements. Strong organizational skills, sound judgment, and attention to detail are essential. Experience working in a nonprofit or grant-funded setting is a strong asset.

Key Responsibilities

- Support day-to-day financial operations by reviewing transaction coding, class/subclass allocations, and reconciliations, including monthly Visa card activity, to ensure accurate program and funder reporting
- Assist with month-end, quarterly and year-end financial processes
- Track and manage multiple funding streams (e.g., IRCC, Ontario Trillium Foundation, Catholic Charities, Ministry of Health, Ministry of the Attorney General, and other funders)
- Monitor program budgets and expenditures to ensure alignment with funding agreements
- Prepare financial reports, reconciliations, and supporting documentation for funders
- Support audits, grant reporting, and financial reviews
- Maintain accurate, confidential, and audit-ready financial records
- Respond to internal inquiries related to budgets, transactions, and reporting requirements
- Support continuous improvement of financial systems and processes
- Other related duties as assigned

Qualifications

- Post-secondary education in accounting, finance, business administration, or a related field
- Minimum 2–3 years of experience in a finance, accounting, or bookkeeping role
- Experience working with grant-funded programs or nonprofit organizations is strongly preferred
- Strong attention to detail and high level of accuracy

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- Strong working knowledge of QuickBooks, with experience ensuring accurate coding and class tracking across multiple grant-funded programs, and identifying errors or misallocations for correction and reporting integrity
- Proficiency with Microsoft Office, with strong expertise in Excel for data management, financial analysis, and financial reporting
- Strong organizational, time-management, and communication skills
- Ability to manage multiple deadlines and funding requirements
- Demonstrated ability to exercise sound judgment and maintain confidentiality
- Valid driver's licence and access to reliable transportation are required

About CFS

CFS Counselling + Wellbeing (CFS) is an accredited registered Canadian charity providing inclusive counselling, psychotherapy, and psycho-educational wellness programming via a mixed in-person and virtual delivery model. CFS is committed to professional services that reduce emotional distress, enhance personal wellbeing, and strengthen relationships.

Programs are available to everyone living and working in Simcoe County and the District of Muskoka. We strive to be inclusive of persons of all abilities, religion, cultures, sexual orientation, and gender identity.

A Workplace of Excellence

The CFS team is committed to ensuring everyone in our community has access to the highest standards of professional care. We are proud that our clients consistently rate their satisfaction with our services at more than 95%.

In a recent community consultation of our most engaged parties and partners – including staff, 91% gave us 4 or 5 stars (out of 5) for excellence in engagement.

As a full-time member of our staff, you will benefit from:

- Family-friendly policies and flexible work arrangements
- A focus on employee wellbeing with paid staff appreciation and retreat days

Interested?

If you're qualified and interested in joining our great team, we're interested in learning more about you.

Please submit cover letter and résumé by Thursday, March 12th, at 5 p.m. to:

Alison Scarrow – Finance & Operations Manager
ascarrow@cfssc.ca

We thank everyone for their application, however, only those selected for an interview will be contacted. Should you require accommodation at any step in the application process, please let us know.

