



Job Title: Financial Administrator

Due to a planned retirement, Seniors' Community Services, Kemptville is seeking a qualified and experienced individual to join our team for a permanent full time Financial Administrator position offered at five days per week, 37.5 hours. This position will be compensated at \$46,800 to \$52,650 per year plus benefits, commensurate with experience and qualifications.

Position Overview: The ideal candidate will perform a variety of bookkeeping and administrative duties such as preparing monthly bank reconciliations, payroll processing, handling invoicing, incoming payments from clients, following up on receivables, completing a variety of reports and general accounting assistance as required. They will be part of a team supporting a positive work environment and striving for quality and efficiency.

Responsibilities:

- Ensure that transactions are recorded in accordance with General Accounting Principles for a not-for-profit / charitable organization.
- Managing the full accounts receivable cycle including preparation and distribution of invoices, applying cash receipts from customer's payments in form of cheques, cash, as well as EFT payment, and following up on outstanding invoices.
- Managing the full accounts payable cycle including review of vendor invoices for accuracy, ensuring proper matching, and coding. Corresponds with vendors to resolve issues and organize and file all invoices & payment requisitions.
- Accountable for the payroll for the workforce, including but not limited to ensuring payroll calculations, deductions, remittances, and tax reporting requirements are managed on a timely and accurate basis.
- Expense report and vacation/leave requests preparation and processing.
- General month-end accounting including bank reconciliations, GST filing, and other period end accounting duties as assigned.
- Working with the Executive Director and Treasurer to provide financial information, reports, and analysis as required, including quarterly and year end reports to funders.
- Administrative support to the Executive Director and other duties as assigned.

What You Bring to the Team:

- Certificate from a recognized Community College in accounting or equivalent.
- 5 plus years of bookkeeping experience.
- Previous Payroll experience mandatory.
- Proficiency in accounting software such as Great Plains, QuickBooks or Sage.
- Strong Microsoft Office skills particularly MS Excel.
- Experience with a Community Support Service (CSS) organization would be an asset.



Skills and Personal Traits:

- Strong analytical skills along with attention to detail
- Excellent organizational skills
- Good written and verbal communication skills
- Strong team player, self-starter, positive attitude with a willingness to learn and develop

Teamwork: Ability to work independently and collaboratively.

Mandatory Requirements:

- The candidate must obtain a clear Vulnerable Sector Check (VSC).
- Completion of legislated workplace health and safety online training will be required prior to the start date as a condition of employment.

Working Conditions:

- Office-based role with working hours from 8:30 AM to 4:30 PM Monday to Friday.
- Anticipated start date Monday, July 6th, 2026.

How to apply: We invite qualified applicants to apply with their resume and cover letter no later than 9:00 a.m. on June 8th, 2026.

To the attention of: Frank Rockett, Executive Director

By email to: frank.rockett@seniorscs.ca

No phone calls, please

Thank you for your interest in our organization. Only those candidates selected for an interview will be contacted.

SCS welcomes and encourages applications from those with disabilities and will make every effort to accommodate any needs of candidates under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA). Please inform us if you require any accommodation through the hiring process.

SCS strongly committed to inclusion and diversity and welcomes all applicants including but not limited to racialized groups, all religions and ethnicities, persons with disabilities, LGBTQ persons, and all others who may contribute to the further diversification of ideas.