

Lynwood Charlton Centre (LCC) is a publicly funded charitable organization in the City of Hamilton which provides a spectrum of innovative and evidence-based, mental health services. We provide residential, day treatment, and community-based services including in-home and school-based programs to children, youth, and families within the community.

Lynwood Charlton Centre is the Lead Agency for the Hamilton service area for Moving on Mental Health. This is a Ministry initiated plan to transform the experiences of children, youth and families dealing with mental health issues, and strengthen the community-based system for delivering mental health services to them. Through our Lead Agency role, we are responsible for leading and facilitating system reform in Hamilton. To do this, we work collaboratively with other child and youth mental health service providers, other affiliated community partners including our child welfare, health, and school board partners, and parents and youth engaged in our services.

We are currently looking for a **General Accountant** to join our team in Hamilton. Though our preferred candidate is fluent in English and French, mastery of the French language is not a requirement.

### **Role Overview**

Working under the direction of the Finance Officer, the General Accountant is responsible for processing all payables and receivables and their accurate recording in the general ledger, and for overseeing the full payroll cycle on a bi-weekly basis.

### **What we Offer**

- Competitive salary, inclusive of a pension plan
- Comprehensive group benefits plan inclusive of vision, dental and disability coverage
- Generous paid time off policies
- Onsite parking, casual dress and a fantastic team of co-workers

### **Main Duties and Responsibilities**

#### General Accounting duties:

- Apply the agency's policies and procedures relating to financial integrity, signing authorities and cash management
- Ensure the timely and accurate payment of agency invoices, make sure all invoices are coded to the correct GL account, and have been signed by the appropriate signatories
- Oversee cash disbursement for all agency locations, ensuring proper back-up and expense allocation and that policies and procedures for such payments are observed. These include programming funds, petty cash, fundraising and donations.
- Perform monthly bank reconciliation
- Perform ad-hoc reporting for Finance Officer and other managers as required.
- Maintain integrity of Accounting system, including balancing sub-ledgers to GL, posting year

- end journal entries, observing consistent usage of account codes and appropriate software updates
- Provide support to agency Managers and staff in financial and payroll related matters
- Finalize month end processing in a timely manner to allow for management and agency reporting within a 2 week period following month end
- Create EFT and direct deposit payments for the approval of the Finance Officer and keep accurate transaction records
- Maintain accurate records of grants received and expenses claimed for third party organizations
- Liaise with external auditors to coordinate the annual audit, preparation of audit working papers

Support and provide back-up to staff responsible for processing bi-weekly payroll:

- Utilize software to process bi-weekly payroll for all sites and programs
- Remit all applicable payroll garnishments and taxes in a timely manner
- Maintain accuracy of payroll system, including deductions for benefits and RSPs and ensures appropriate record keeping for all transactions
- Reconcile payroll report to bank statement
- Create payroll accrual and ensure that all payroll expense journals are posted within 7 days of the period end

Accounts payable and accounts receivable processes:

- Reconcile and process all credit and store card payments on a regular basis
- Verify vendor accounts by reconciling statements and correcting errors and omissions
- Maintain accurate accounts payable data in accounting system, including vendor addresses and contact information
- Submit payments for Union dues, and provide required reporting
- Oversee creation and distribution of charitable receipts
- Provide instruction to Administrative Assistant at Upper Paradise location when receiving assistance with payables
- Other related duties as assigned.

**Experience/Skills and other Requirements**

- Several years of progressive experience working with full cycle payroll and payables processing is required
- Experience utilizing accounting and payroll software (Adagio Accounting Software preferred) in a medium-sized enterprise required. Strong Excel skills are also required.
- Experience working with accounting procedures in a government funded, unionized, not for profit agency required
- Certificate/College level education in accounting/book-keeping and payroll processing and/or equivalent experience required
- Demonstrated understanding of annual budget processes

- Demonstrated customer service and problem-solving skills
- A valid G class drivers license, and reliable vehicle is required, as this role requires local work-related travel within Hamilton (to the bank for instance). Minimum 1-million-dollar liability insurance coverage is required

Please send your application to [hrdept@lynwoodcharlton.ca](mailto:hrdept@lynwoodcharlton.ca), with the role title in the subject line. We appreciate all interest; however, only those applicants selected for an interview will be contacted.

We are committed to all forms of diversity and welcome all qualified applicants to apply. Selected candidates with disabilities who require special needs in the selection process will be accommodated to the best of our ability.

**No Agencies Please**