



Family & Children's Services of Renfrew County

Together, A Caring Community.

ADMINISTRATIVE ASSISTANT - FINANCE

Department:	Corporate Services, Finance
Reports to:	Supervisor
Location:	Pembroke

Family & Children's Services of Renfrew County is a multi-service agency committed to providing preventative, protective and socially inclusive services and programming that empower and strengthen everyone. We are focused on cultivating a team-oriented work environment where everyone thrives. Our goal is to develop and strengthen collaborative partnerships to increase availability, accessibility and quality of care to our communities.

Our agency commitments include; moving forward Anti-Oppressive Practice, French Language Services and working alongside the Indigenous Communities.

POSITION SUMMARY:

This position provides comprehensive administrative support and basic accounting services within the Finance team, as well as secondary coverage to Reception within the Administrative Services team. As part of the greater Corporate Services team, this position plays a vital role in the behind the scenes workings of the agency.

DUTIES PERFORMED BY AN ADMINISTRATIVE ASSISTANT – FINANCE ON A REGULAR BASIS:

- Perform accounts payable duties, including receipt of invoices and travel claims, obtaining approvals, data processing, and filing.
- Perform accounts receivable functions including timely preparation of invoices, cash receipts, deposit slips, and maintain other records.
- General ledger account coding for travel claims and supplier invoices.
- Provide clerical support for bank reconciliation process, Xeroxing, filing, and banking
- Provide customer service both internally – to workers and staff members – and externally – to clients, resource families, community partners and other agencies.
- Provide reception coverage as needed. Reception duties include processing incoming calls, receiving clients, processing mail, fax and other deliveries, updating the Night Duty kit, and maintaining orderliness in waiting area and interview rooms
- Attend, as required, Agency committee meetings and external committee meetings.
- Attend, as required, team meetings and all-staff meetings

Updated: July 2026

- Assist with special projects as needed.
- Other duties as assigned by the Supervisor of Finance

SKILL REQUIREMENTS:

- Ability to identify systemic barriers to equity and anti-oppressive practices and apply this lens to your work with FCSRC.
- Knowledge, experience, and understanding of the culture, history and current oppressions experienced by marginalized groups.
- Ability to understand and apply anti-colonial, anti-racist, anti-ableist, anti-cisgenderist, anti-ageist, anti-classist, anti-heterosexist lenses to social problems.
- Ability to demonstrate critical thinking and implement evidence-based research into practice
- Understanding of the CYFSA, Signs of Safety, Anti-Oppressive Practice and Strength-Based approach.
- Ability to deliver consistent, professional administrative and accounting services to clients, community members and staff.
- Above average administrative skills and excellent public relations skills.
- Advanced computer knowledge and technical efficiency with the ability to learn new applications and then assist staff in a help desk capacity.
- Above average accuracy, respect for data integrity and a responsibility for quality assurance.
- Well-developed organizational skills with an ability to prioritize and manage time effectively.
- Respect for confidentiality and professionalism within a child welfare organization with an ability to be objective regarding case material.
- Ability to work in a team environment in completing priorities with minimal supervision.

KNOWLEDGE & EXPERIENCE:

- Minimum college level diploma in Business, Accounting or equivalent is considered an asset
- Basic knowledge and experience in computerized and manual accounting systems including accounts payable and accounts receivable is considered an asset
- Knowledge of agency policies, procedures and equipment is considered an asset.
- Bilingualism is considered an asset

WORKING CONDITIONS

- Normal office working condition apply
- Work beyond the normal working hours is sometimes required
- Ability to travel and work out of different offices within Renfrew County.

SALARY:

\$46,144 - \$60,507