

## **Accounting Technician**

### **Part-Time - 0.5 FTE – 6-month Contract**

#### **Location - Barrie**

#### **The Agency**

We are a Child Welfare and Child & Youth Mental Health agency committed to service excellence, teamwork and participation in decision-making. We respect and value diversity and operate from an anti-racist, anti-oppressive intersectional framework. Located in the prime recreational area of Simcoe County and the District of Muskoka, we provide the opportunity to combine a career with a lifestyle of your choice.

Simcoe Muskoka Family Connections (SMFC) strives to be a reflection of the diverse communities it serves. As a result, we encourage applications from traditionally underrepresented communities such as people living with a disability, minorized racialized people, Indigenous peoples, people of different faiths and people from diverse genders, gender expressions and sexual orientations.

If you are of the aforementioned identities, and feel comfortable making it known, please feel free to do so with the knowledge it will be kept confidential and used in a safe manner to inform our recruitment process towards being an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code throughout the recruitment process and thereafter.

#### **The Job**

We are recruiting for a temporary part-time Accounting Technician to work with our Finance Department. The incumbent will report to the Finance Manager. This individual will be responsible for the performance of a variety of duties including accounts payable, accounts receivable, computer data input, and administering accounts for various Agency programs. They will be required to provide various accounting and financial functions within the Finance department in accordance with Society policies and procedures, Ministry Regulations, Standards and Directives and relevant legislation. As well as performing related accounting functions in accordance with generally accepted accounting principles and Broader Public Section rules. This is a unionized position with CUPE Local 5319.

#### **Qualifications**

- Diploma from an accredited Community College specializing in Business Administration - Accounting discipline.
- A strong knowledge of the fundamentals of bookkeeping and generally accepted accounting principles.
- Strong computer skills in software applications (Microsoft Office applications, database application (Curam) and accounting applications (Oracle).
- Experience assisting with financial reporting, month-end and year-end closing functions as well as annual audits and other reporting requirements.
- Experience with general ledger journals, reconciling accounts and credit cards.
- Experience preparing and/or receiving third party payments, whether by cash, check, credit or other forms of payment.
- Experience reconciling and processing mileage and other expenses for staff.
- Intermediate MS Excel proficiency required for this role (i.e., ability to work with pivot tables).
- Effective listening, verbal and written communication skills.

- Experience in working on the Financial Management modules of CPIN would be a valued asset.
- Bilingualism (French/English) is a highly desired asset.

**Compensation**                      The salary range will be \$28,279.50 to \$34,891.50 commensurate with experience.

**Applications by:**                      **October 8, 2025**

**Please apply to:**                      **Internal: [Login WFN>Myself>Talent>Career Center>AccountingTech – PT - Temp \(0925\)](#)**  
**External: [Accounting Technician – Part-Time – Temporary – Barrie \(0925\)](#)**

*We thank all applicants, however only those under consideration will be contacted.*

**Accommodation at Simcoe Muskoka Family Connexions**

*Our organization is an equal opportunity employer. We provide equal employment opportunities (EEO) and we welcome candidates from all abilities and backgrounds. We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 705.726.6587 x 2252. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.*