



**Job Posting:  
Financial Services Specialist**

**Employment Type:** Full Time – 35 hrs/week

**Start Date:** As soon as possible

**The Organization:** Stride Employment Services is a specialized mental health and addiction agency serving Halton, Peel and surrounding areas. We provide a comprehensive range of employment support options, which are responsive to individual needs.

- Stride offers flexible work hours with a focus on work-life balance
- Stride offers continuous training and professional development opportunities
- Stride is committed to Psychological Health and Safety & Equity, Diversity and Inclusion

At Stride, we are committed to fostering a workplace culture that values and prioritizes equity, diversity, and inclusion. We believe in the power of a diverse and inclusive team to drive innovation and provide culturally responsive employment services within the mental health and addiction sector. We welcome individuals from all backgrounds and experiences to join us in our mission to create a more equitable and compassionate mental health and addiction support system for all.

**The Position:** Stride is seeking an entry-level Financial Services Specialist to join our team. This key role is responsible for the financial and business services of the agency ensuring the smooth operation of financial systems, record-keeping, and compliance. If you're passionate about numbers, compliance, and supporting a dynamic team in the not-for-profit sector, this is your opportunity to grow into a management role while making a difference.

**Position Overview:**

As the Financial Services Specialist, you will:

- Report to the Executive Director and play a pivotal role in managing financial accounting, payroll, budget preparation, and risk management.
- Ensure compliance with all statutory and organizational financial policies.
- Oversee office administration, IT, and procurement related to financial operations.
- Act as a key liaison between the Board of Directors, funders, and external auditors.

**Key Competencies**

- **Financial Management:** Develop accurate financial statements, ensure compliance with GAAP, manage cash flow, and oversee accounts payable/receivable and payroll.
- **Budgeting and Reporting:** Collaborate with leadership to prepare budgets, forecasts, and funding application budgets.
- **Compliance and Risk:** Ensure adherence to regulations affecting charities, employment standards, and health and safety.
- **Leadership and Administration:** Supervise financial processes, manage leases/contracts, and ensure a safe and efficient work environment.

### Responsibilities:

- Document and maintain complete and accurate supporting information for all financial transactions
- Maintain the financial accounting for cash management, accounts payable, accounts receivable, credit control and petty cash
- Reconcile bank and investment accounts
- Review monthly results and implement monthly variance
- Report financial results and statistics to provincial bodies and funders
- Oversee all payroll functions to ensure that employees are paid in a timely and accurate manner
- Process and submit statutory and benefits remittances on time
- Establish guidelines for budget and forecast preparation and prepare the annual budget in consultation with the Executive Director and Treasurer and/or Finance Committee
- Assist Executive Director and managers with the preparation of budgets for funding applications
- Maintain financial records for each project in a manner that facilitates management reports
- Ensure that accurate and timely financial statements are prepared in accordance with contract agreements with funders

### Required Qualifications

- Education: Post-secondary education in accounting, business management or a related field
- Experience: At minimum 3 years in accounting or a related role (internships or co-op experience acceptable).
- Skills: Basic proficiency in accounting software and Microsoft Office.
- Competencies: Strong organizational and communication skills with a willingness to learn analytical skills on the job.
- Valid driver's license, insurance, and access to a reliable vehicle.

### What We're Looking For

- A team player with integrity and professionalism.
- Someone who thrives in a fast-paced environment and can meet deadlines.
- A detail-oriented individual eager to bring their skills into a leadership role.
- A commitment to psychological health, safety, and anti-oppressive practices.

*Stride welcomes and encourages applications from people with disabilities. Stride will provide support in its recruitment processes including accommodation that considers an applicant's accessibility needs. If you are applying for this position and require accommodation, we will work with you to meet your needs.*

Applicants should e-mail their resume and covering letter in one file, to the attention of  
Anita Lloyd, Executive Director - [alloyd@stride.on.ca](mailto:alloyd@stride.on.ca)