

Responsive, compassionate services for children, youth, and families to build better and more hopeful futures.

Job Posting # 25-28

Finance Assistant (0.5 FTE – Part Time)

Location: Owen Sound, Ontario

Hourly rate \$ 30.00-\$ 33.00 depending on experience

Apply in writing: Cover Letter and Resume to
careers@kcyfs.com

Position Summary

Keystone Child, Youth & Family Services is seeking a **detail-oriented and proactive Finance Assistant (0.5 FTE, approximately 17.5 hours per week)** to join our Finance and Operations team in Owen Sound. This position, reporting to the Director of Finance & Operations, plays a key role in ensuring the accuracy, transparency, and integrity of Keystone's financial records, supporting our day-to-day accounting operations, and maintaining the fiscal accountability that our community, donors, and stakeholders expect.

The ideal candidate will have a solid foundation in accounting principles, excellent attention to detail, and an interest in applying their skills within the not-for-profit sector. This is an excellent opportunity for an individual who values teamwork, accountability, and purpose-driven work in a supportive organizational culture.

Key Responsibilities

Financial Processing & Transactions

- Process accounts payable and accounts receivable in a timely and accurate manner.
- Perform monthly bank and credit card reconciliations.
- Prepare and post journal entries for month-end and year-end closing.
- Prepare bi-weekly payroll reconciliations and related journal entries as required.
- Process employee expense reimbursements in accordance with organizational policies.





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- Assist with petty cash reconciliation and monitoring cash flow, as needed.

Grant & Fund Accounting

- Prepare journal entries to record funds received from grants and other revenue sources.
- Assist in tracking and reconciling restricted and unrestricted funds within the financial system.
- Support the finance team in preparing financial reports for specific grants and programs.
- Ensure expenses are accurately allocated to grants and projects in compliance with donor and funder restrictions.
- Assist with grant billing and reporting deadlines as directed by the Finance Administrator or Director of Finance and Operations.

Financial Reporting & Compliance

- Assist in the preparation of monthly and annual financial statements and supporting schedules.
- Support the annual audit process by preparing schedules and providing documentation.
- Assist with preparation of regulator forms such as Charity Information Returns and HST filings.
- Support the development of internal financial dashboards or variance reports for program managers.

Administrative Support

- Maintain an organized, systematic filing system for all financial documents.
- Provide administrative and coordination support to the finance team as required.
- Serve as a backup for other finance team functions as needed.

Qualifications & Experience

Required

- College diploma or associate's degree in accounting, Finance, or a related field, or equivalent combination of education and experience.
 - Minimum 2 years of experience in an accounting or bookkeeping role.
 - Proficiency with accounting software (e.g., Sage Intacct, QuickBooks, NetSuite) and Microsoft Office Suite, with advanced Excel skills (PivotTables, VLOOKUPS).
 - Solid understanding of not-for-profit accounting principles.
 - Strong accuracy, attention to detail, and organizational skills.
 - Excellent written and verbal communication skills.
 - Ability to manage confidential information with discretion.
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Highly Desired

- Bachelor's degree in Accounting, Finance, or Business Administration.
- Previous experience working in a not-for-profit organization.
- Familiarity with fund accounting, grant management, and reporting.
- Experience with payroll processing and reconciliation would be an asset.
- Knowledge of MCCSS or Ontario not-for-profit compliance standards.

About Keystone

Keystone Child, Youth & Family Services is a community-based organization serving Grey and Bruce Counties, dedicated to supporting the mental health and well-being of children, youth, and families. Our work is grounded in collaboration, compassion, and accountability. We are committed to creating an inclusive and equitable workplace that reflects the diversity of our community and encourages applications from individuals of all backgrounds, including Indigenous peoples, racialized groups, persons with disabilities, and members of the 2SLGBTQIA+ community.

What Keystone Offers:

- **Competitive Compensation & Benefits**
Enjoy a competitive salary and comprehensive benefits, including premium health and dental insurance, and participation in the Healthcare of Ontario Pension Plan (HOOPP) for robust retirement savings.
- **Health & Wellness Support**
Prioritize your well-being with wellness programs, mental health support through our Employee Assistance Program (EAP), and workshops.
- **Professional Development & Growth**
Access workshops, conferences, and continuing education programs. Opportunities for advancement and strategic involvement are also available as part of our leadership team.
- **Innovative & Collaborative Work Environment**
Join a forward-thinking organization where innovation and teamwork enhance mental health outcomes for children, youth, and families.
- **Inclusive & Equitable Workplace**
We foster an inclusive environment that reflects community diversity and champion DEI initiatives to promote respect and opportunity for all.
- **Work-Life Balance**
Benefit from a hybrid work model that includes paid vacation, personal days, sick leave, and holidays.





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- **Meaningful Impact**

Contribute to high-quality, evidence-based mental health services that make a real difference in the lives of individuals, families, and communities.

Accommodation:

We are dedicated to creating an accessible organization, fully compliant with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation during the recruitment process, please let us know, and we will work to meet your needs. Disability-related accommodations are available upon request throughout the application process.

EDI Vision and Mission:

Every child and youth deserve equitable, culturally competent, safe, and accessible care. We are dedicated to breaking down barriers to equitable services. We actively engage with and learn from our community partners, reflecting the diversity of those we serve. Through ongoing learning and action, we champion inclusive practices across everything we do. We encourage applications from individuals of all backgrounds, including women, Indigenous persons, racialized individuals, visible minorities, persons with disabilities, and all sexual orientations, gender identities, and expressions.

