



The Corporation of the City Of Brantford Community Strategies & Family Supports

requires

Program Support Assistant Job ID #2034

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our Work from Home arrangement. The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Manager, the Program Support Assistant provides program and business support to Community Services and Social Development departments, including Family & Income Stability (FIS), Homelessness and Children's Services and Early Years, using knowledge of both provincial and municipal software and programs. Other duties of the position include, but are not limited to:

- Reviewing and processing accounts payables for Community Services and Social Development departments
- Monthly review and reconciliation of GL accounts
- Receive, process, post and reconcile revenue received and completes daily deposits, including client payments, assignments, funeral recoveries etc.
- Maintain, update and process Pre-authorized payments
- Print, process and reconcile client, vendor and manual cheques and Direct Bank Deposits (DBD)
- Prepare pickup and pull lists for daily/monthly cheques and DBD
- Manage funds through FIS bank accounts, including but not limited to completing deletions, stop payments and traces.
- Receive and process Ontario Disability Support Program (ODSP) discretionary benefits based on eligibility guidelines
- Maintain and reconciles Petty Cash
- Retrieve and save daily/monthly SAMS / data reports
- Reconcile payments with database records and to the general ledger
- Complete and code monthly contracted and ad hoc payables to stakeholders
- Create tracking tools to monitor financial payments for projects
- Prepare and reconcile daily/monthly revenues/expenditures and entries for completion of the monthly subsidy claim forms

QUALIFICATIONS

- Secondary School Diploma as well as successful completion of a minimum 3 year post-secondary education from a recognized education facility, specializing in business and/or accounting
- Detailed knowledge of both computerized and manual accounting systems, such as JD Edwards
- Excellent knowledge of office productivity software programs, including demonstrated skills in all aspects of Microsoft Office Suite programs, including Word, Excel and Outlook
- Sound knowledge of general office procedures with demonstrated organizational and analytical skills
- Ability to meet multiple demands, while maintaining a high performance standard, ensuring accuracy and completeness
- Ability to manage tight timeframes and meet simultaneous deadlines

WAGE/SALARY RANGE: \$29.10 to \$30.74 per hour (35 hours per week) plus benefits.

To apply on-line, please visit the City of Brantford website at <https://careers.brantford.ca/> and click on **Current Opportunities**.

Closing date for applications: **Thursday, March 28, 2024, at 4:30 p.m.**

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted. Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.