

**JOB DESCRIPTION**

<b>POSITION:</b>	<b>CHILDREN'S SERVICES SYSTEM ANALYST</b>		
<b>DEPARTMENT:</b>	Housing & Children's Services	<b>UNION:</b>	C.U.P.E. Local 543
<b>LOCATION:</b>	Various	<b>JOB CODE:</b>	543429
<b>HOURS OF WORK:</b>	33.75	<b>GRADE/CLASS:</b>	0.14
<b>SHIFT WORK REQ'D:</b>	No		

**DUTIES:**

Under the direction of the Children's Services System Supervisor in the Children's Services Division, and provides support to the Manager of Children's Services by coordinating, integrating and administering the financial planning and analysis functions for all Child Care Programs in Windsor and Essex County. This position is primarily responsible for analyzing and monitoring financial performance of the Purchase of Service Centers, reviewing and analyzing all quarterly and year-end reporting requirements in accordance with Ministry of Children and Youth Services, calculating Wage Subsidy Funding entitlements on an annual basis, performing financial reviews, and providing advice and guidance to child care providers. Must maintain amiable relations with co-workers and customers. Will perform Occupational Health & Safety duties as outlined in the Corporation's Health and Safety Program. Will perform other related duties as required.

**QUALIFICATIONS:**

- Must have a three (3) year post-secondary school Diploma in Accounting from a Community College or Degree from a University or Ontario Ministry of Education equivalencies;
- Must have over three (3) years of experience working with computerized Accounting systems using standard financial products (i.e. G/L, A/R, A/P, and Financial Analysis);
- Must have the ability to travel to off-site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current, valid and lawful Driver's Licence will be required in accordance with the Highway Traffic Act and must provide a driver's abstract as a condition of employment;
- Must have a thorough knowledge of fundamental accounting principles;
- Experience and knowledge in the delivery of social services program areas would be considered an asset;
- The physical demands analysis associated with this job indicates a sedentary level of work.

**In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.**