



## **Financial Assistant Waterloo Regional Police Service**

With more than 1000 sworn and civilian members, the Waterloo Regional Police Service (WRPS) requires a temporary full-time **Financial Assistant**. The WRPS delivers exceptional police services to more than 575,000 residents. The Waterloo Region is a vital and prosperous community in Southern Ontario that offers the unique combination of a growing urban centre surrounded by four rural communities. You will work in a community proud of its diversity, and within an organization focused on its people.

As the **Financial Assistant**...

You Will:

- Process accounts payable, including payment requisitions; verifies and inputs data and communicates with vendors if invoice or payment discrepancies occur;
- Process payments for quarterly honorariums and independent consultants;
- Access the Oracle Financial system and Crystal Reporting system for invoice and payment information;
- Code and match purchase orders and receiving reports to invoices and ensures proper authorization is received prior to processing;
- Initiate vendor setup in accordance with the Regional Accounts Payable process;
- Review vendor invoices and record prepaid expenses or accrued liabilities to applicable account;
- Compile expense data, prepare recovery worksheet, and calculate cost-recovery invoicing;
- Prepare and record journal voucher adjustments and inter-departmental charges into the General Ledger system;
- Audit Paid Duty submissions for accuracy, completeness, and appropriate approval;
- Enter payroll data into payroll system, prepares money for deposits and takes deposits to bank;
- Receive expense reports with supporting documentation;
- Code, audit, reconcile, and process all employee reimbursement submissions;
- Reconciles cash receipts to correct discrepancies; and
- Performs other related duties as assigned.

You Have:

- Knowledge of basic accounting principles and practices with a general understanding of financial accounting, typically acquired through completion of specific courses through a Bookkeeping/Accounting diploma program at a community college level;
- Minimum of three (3) years' relevant experience in a general accounting field required; a combination of education and experience would be considered;

- Comprehensive knowledge and understanding of Generally Accepted Accounting Principles and relevant legislation, and ability to reference relevant procedures as needed.
- Skill in the operation of a personal computer and ability to obtain knowledge of software programs i.e. Oracle Financial, Crystal Reports, Banner, and Kronos TAMS is required; and
- Strong verbal and written communication, interpersonal, and customer service skills.

You Are:

- Able to comply with the Records Retention Schedule and the Municipal Freedom of Information & Protection of Privacy Act and follow clear guidelines to perform job related tasks;
- Able to identify, resolve, reconcile and troubleshoot general ledger, cash or receipts, payroll, contractual, and technology related issues;
- A strong communicator with excellent interpersonal skills;
- Ability to occasionally travel within the Region of Waterloo to attend meetings or workshops;
- Ability to participate as an effective team member;
- Ability to support and project values compatible with the organization; and
- Able to meet the testing and police security requirements for the position.

**For further details about this position and a complete job description, please visit our website [www.wrps.on.ca](http://www.wrps.on.ca).**

Why join WRPS?

- Ongoing professional development
- Dynamic, exciting work environment
- Strong, supportive leadership
- Employee fitness and wellness programs
- 2022 hourly rate: \$34.60/hour

If you're interested in this position, please apply online by May 27, 2022 at 3pm.

**Please ensure you provide all supporting information from current and past employment (if applicable) to specify how you meet the requirements for this position in your online profile. You will be assessed based on the information provided in your application.**

*If you require accommodation in completing the application process, or with any portion of the application process or interview, please email the WRPS at [HumanResources@wrps.on.ca](mailto:HumanResources@wrps.on.ca).*

*Diversity through inclusion – we are an Equal Opportunity Employer.*

***We thank all applicants; however, only those selected to move forward will be contacted.***