
Audit & Review Coordinator – Direct Funding Program Employment Opportunity

The Centre for Independent Living in Toronto, known as CILT is a consumer-controlled, community-based resource organization. We help people with disabilities learn Independent Living skills and integrate into the community. The Self-Managed Attendant Services; Direct Funding Program assists adults with physical disabilities and is run by CILT.

CILT operates on the philosophy of the Independent Living movement which was developed in response to traditional rehabilitation services models. CILT's aim is to develop and implement dignified social services that empower individuals rather than create dependencies. We encourage people with disabilities to take control of their own lives by exercising their right to examine options, make choices, take risks and even make mistakes.

CILT has a full-time employment opportunity available in our Toronto location with the Direct Funding Program for an Audit and Review Coordinator. This position is responsible for performing financial and administrative auditing functions of a large program to the Direct Funding program.

Principal Accountabilities:

- Participate in program team activities related to the overall smooth operation of the Direct Funding program.
- Communicate with team members ensuring adherence to program policies and procedures; responding quickly to inquiries.
- Review necessary documents ensuring contract compliance.
- Audit financial reports for accuracy/adherence to budgets.
- In-depth investigations of financial and/or employment irregularities, providing concise written summaries of findings.
- Contact/correspond with self-managers, their employees, and others as approved, to gather and review audit/investigation-related information.
- Monitor cash flow for program participants.
- Preparation of cheque requisitions and/or deposits from the program, as required.
- Review and close files of deceased and withdrawn self-managers.
- Generation of regular reports/statistics.

Knowledge and Skills:

- You hold a post-secondary degree or diploma.
- Formal training or related experience in business administration, payroll, accounting, auditing, record and/or office management.
- Experience using manual or electronic bookkeeping systems is a requirement.
- Thorough knowledge of payroll and related financial issues and guidelines.
- Knowledge of issues relating to personnel management, staff supervision and employment standards
- Initiative and the ability to work as part of a team.
- Strong verbal and written communication skills.
- Strong computer skills with good working knowledge of MS Office – Word, Excel and MS Access.
- Ability to manage data, present information (written and verbal) and generate correspondence in a clear and concise manner.
- Knowledge of attendant services and disability issues would be an asset.

CILT is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: CILT is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at CILT are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. CILT will not tolerate discrimination or harassment based on any of these characteristics. People with lived experience of disability are encouraged to apply.

If you are interested in this opportunity, please forward a cover letter and copy of your resume to dffinance@cilt.ca by the closing date.

Closing Date: January 31, 2018