



**Children's Community Network  
Réseau communautaire pour enfants**

is currently seeking an  
**INDIVIDUALIZED FUNDING ASSISTANT**  
for the Sudbury office  
Hybrid Work Arrangement

New Position  
Full Time Contract – 1 Year  
35 hours/week  
Salary range: \$27.56 to \$33.15 per hour

The Children's Community Network (CCN) is a non-profit agency who provides services to children, youth and their families. CCN offers a flexible work environment with a positive, caring, and supportive culture. CCN offers professional development opportunities for employees to ensure continued growth and skill building in their roles. CCN offers competitive benefits and enrolment in the HOOPP pension plan.

The successful candidate will be responsible for the administration of individualized funding agreements, including but not limited to reviewing, processing and tracking invoices and contracts, preparing individualized funding agreements, and processing payments to clients in receipt of respite funding. They will be responsible for monitoring emails to CCN's respite mailbox, including receiving and reviewing client banking information. The candidate will ensure the accuracy of CCN's funding databases, will assist with reporting, and will participate in ongoing program development and review.

The successful candidate will possess a diploma in office administration, accounting, or a related field, with a minimum of three years' experience processing Accounts Payable (AP) invoices and/or contract agreements in a social services setting. They must have experience with data collection and quality assurance, advanced word processing and database management skills, and an ability to work independently and effectively within tight deadlines. Experience working within a computerized payment environment in an asset. Bilingualism is required.

A valid driver's license, access to a vehicle, and current insurance are required as travel throughout the assigned area may be expected. The successful candidate must provide a clear Vulnerable Sector Check.

Those interested in this position should send their current resumes in confidence to:

Mary Katherine Howe, Executive Director  
Children's Community Network  
Tel: (705) 566-3416 ext. 2547  
Fax: (705) 521-7376  
E-Mail: [mhowe@ccnsudbury.on.ca](mailto:mhowe@ccnsudbury.on.ca)  
Posted until filled

Children's Community Network welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. We would like to thank all applicants for their interest, however, only those candidates selected for an interview will be contacted.