

**Internal/External Job Posting #348  
Full Time Finance Administrator – Individualized Funding**

<b>Position Type:</b>	Full Time
<b>Hours of Work:</b>	Flexible / 80 hours bi-weekly The ability to work days, evenings & some weekends is a requirement
<b>Initial Locations:</b>	Trent Hills, Brighton, Cobourg & Surrounding Areas
<b>Rate of Pay:</b>	\$28.69 – 31.38 per hour
<b>Benefits Package:</b>	Paid Time Off (Vacation, Sick & Comp), Group Insurance Benefits (Extended Health Care, Dental, Vision, AD&D, Life Insurance, Dependent Life Insurance & Long Term Disability), Employee Assistance Program and 3% RRSP matched contributions by the Organization
<b>Date Posted:</b>	April 29, 2026
<b>Application Deadline:</b>	May 8, 2026 – 4:00 p.m.

**Position Summary:**

The successful candidate will be responsible for the accurate and timely management of Passport funding and other individualized funding for people supported by the Organization. Working within the guidelines established by the Ministry of Children, Community and Social Services (MCCSS), this role ensures that all funding allocations, expenses, invoices and reimbursements are tracked, processed and recorded in compliance with program requirements. This position serves as the primary point of contact for all Passport and individualized funding financial activity, plays a key role in maintaining audit-ready records through the TIMMS (Total Individualized Money Management Solutions) platform and provides backup support to the Finance Administrator for accounts payable and accounts receivable functions.

The ideal candidate is highly organized, proactive and experienced in data entry, with strong attention to detail, excellent communication skills and the ability to balance multiple priorities in a fast-paced environment. This position will require the candidate to possess a great deal of flexibility, above average problem-solving skills and the ability to work both independently and as a team.

**Summary of Responsibilities (including but not limited to):**

**1. Passport Program Administration**

- Maintain up-to-date knowledge of Ontario Passport Program guidelines, admissible and inadmissible expense categories and reimbursement rules.
- Track annual funding allocations for each person supported by fiscal year
- Monitor funding utilization to ensure spending remains within approved allocations and funding categories
- Liaise with local Passport agencies regarding service agreements, funding approvals, pre-approval requests and reimbursement inquiries
- Support the onboarding of new Passport recipients, including assisting with service agreements and transfer of knowledge to supports

**2. TIMMS Data Entry & Financial Tracking**

- Enter and maintain accurate data in the TIMMS platform, including funding allocations, expenses, invoices submitted and reimbursements received
- Utilize the TIMMS dashboards to monitor real-time financial status for all people supported

- Run reports by person to identify discrepancies, funding gaps or potential compliance concerns
- Generate accounting exports and financial summaries for internal reporting to the Finance team and Senior Management
- Ensure TIMMS records are audit-ready and aligned with PassportONE portal submissions

### **3. Individualized Funding Tracking**

- Track and administer other forms of individualized funding beyond Passport, in accordance with the applicable program guidelines and funding agreements
- Maintain accurate records of funding allocations, approved budgets, expenses and reimbursements across all individualized funding streams
- Monitor funding utilization across programs to identify variances, upcoming renewals, or funding gaps and report findings to the Finance team and Senior Management
- Ensure all individualized funding data is entered and maintained accurately in TIMMS and any other relevant tracking systems

### **4. Invoicing & Claims Management**

- Prepare, review and submit invoices through the PassportONE portal in accordance with timelines
- Verify that all submitted expenses are supported by appropriate documentation (i.e. receipts, invoices, delivery confirmations, mileage logs, etc.)
- Track reimbursement status and follow up on outstanding or rejected claims
- Reconcile reimbursements received against invoices submitted on a regular basis
- Support the month-end and year-end financial close processes related to Passport funding

### **5. Reporting, Compliance & Audit Readiness**

- Ensure all Passport expenditures comply with program guidelines prior to submission
- Maintain organized, complete and readily accessible financial records for audit and review purposes
- Identify and escalate potential misuse of funds or compliance concerns to the Finance team and Senior Management
- Stay current with any updates or changes to Passport Program guidelines
- Provide regular financial updates and reports to Senior Management on funding utilization, reimbursement status and fiscal year projections
- Collaborate with the Finance/Accounting team on budget planning and organizational reporting
- Support families and Persons Managing Funds (PMFs) in understanding funding balances and expense history through TIMMS family portal access
- Respond to internal inquiries related to Passport funding status and expense admissibility

### **6. Administrative & Finance Department Support**

- Provide backup support to the Finance Administrator for accounts payable (AP) functions, including processing invoices, verifying approvals and coordinating payments to vendors and service providers
- Provide backup support for accounts receivable (AR) functions, including tracking incoming payments, following up on outstanding balances and reconciling receipts
- Assist with general finance department tasks during periods of high volume, staff absence or as directed by Senior Management
- Maintain working familiarity with the agency's broader financial systems and processes to ensure seamless coverage
- Actively contribute as a positive and professional member of the Inclusion Northumberland Management and Administration Team
- Work with both internal and external committees, as required
- Ensure an orderly, safe and clean working environment
- Other duties as assigned

### **Education and Qualifications (including but not limited to):**

Ideal candidate will possess a degree/diploma from a recognized university or college in Business Administration, Accounting, Finance or the skills and work experience diverse enough to be considered equivalent. The candidate will also have significant knowledge of/experience with:

- Minimum 1-3 years of financial administration, accounting or data management, preferably within the nonprofit sector
- Minimum 1 year within the Developmental Services sector or a related Human Services environment is preferred with a strong knowledge of the Ontario Passport Program and MCCSS funding guidelines
- Proficiency with individualized funding platforms, such as TIMMS, PassportONE or similar systems
- Proven history of good standing with above average attendance record, proven history of above-average performance and a demonstrated commitment to an Organization's Mission, Vision, Values and Principles
- Demonstrated knowledge of AP/AR processes
- Advanced proficiency in financial/accounting software, data entry platforms and Microsoft Office Suite
- Strong attention to detail and commitment to accuracy in financial record-keeping
- Ability to interpret and apply program guidelines and funding requirements
- Strong organizational, risk assessment, time management and problem-solving skills, with the ability to manage multiple accounts simultaneously
- Ability to maintain flexibility with changing schedules to meet the needs of the Organization
- Demonstrated ability to adhere to administrative expectations and timelines
- Proven ability to maintain a professional attitude and handle stressful situations
- Exceptional interpersonal, oral and written communication abilities
- Able to maintain confidentiality and conduct work within appropriate privacy standards
- Demonstrated positive attitude, initiative and team spirit
- Ability to work both independently and as part of a team with minimal supervision
- Experience working with diverse populations
- Proven ability to manage multiple tasks and competing priorities independently
- Must have a reliable vehicle for the purpose of work, a valid Ontario Class G Driver's license, an acceptable Driver's Abstract and automobile insurance coverage of at least \$1 million for third party liability
- Current Standard First Aid – Level C CPR, NVCI and Vulnerable Sector Screening

All applications should be sent marked confidential before **4:00 p.m. May 8, 2026** including resume and cover letter to:

Emily Pomeroy, Human Resources Generalist  
Inclusion Northumberland  
65 Bridge Street East, Box 1360  
Campbellford, Ontario K0L 1L0  
[epomeroy@inclusionnorthumberland.ca](mailto:epomeroy@inclusionnorthumberland.ca)

Inclusion Northumberland is an equal opportunity employer. As part of our ongoing commitment to the Accessibility of Ontarians with Disabilities Act, we will provide assistance to applicants who request accommodation throughout the recruitment process.

We thank all applicants for expressing their interest; however, only those selected for an interview will be contacted.

Check us out at [www.inclusionnorthumberland.ca](http://www.inclusionnorthumberland.ca)