



Accounts Payable

Full-time · Temporary · Non-Unionized

Andrew Fleck Children's Services is looking to hire for the position of Accounts Payable. In this role you will process accounts payable and carry out other duties within the Finance department. Due to the current COVID 19 Pandemic there is flexibility for partial remote work.

Available from: September 8th, 2020 to March 5th, 2021
Salary: \$43,297.80 to \$51,214.80
Hours: 35 hours per week
Location: 700 Industrial
Closing date: August 25th, 2020
Apply: E-mail: hrrecruiting@afchildrensservices.ca

What Andrew Fleck Children's Services offers...

- ✓ Competitive salary
- ✓ A unique culture that fosters leadership, responsiveness, communication, and teamwork
- ✓ A place where your opinions will be respected, and your contributions valued
- ✓ A chance to grow – personally and professionally – through our comprehensive orientation program, on the job learning, and in-house and external training
- ✓ A strong commitment to equity and diversity in the workplace and community

In this role you will...

- ✓ Record AP invoices and prepare biweekly AP payments through cheque and EFT payments
- ✓ Collect, match, reconcile, and record credit card expenses in Sage 300
- ✓ Collect child attendance information from Comsense and report to the City using OCCMS
- ✓ Contact the City for client/agency notices
- ✓ Support month end close and record AP related adjustments
- ✓ Responsible for bank reconciliations for the agency
- ✓ Responsible for monthly balance sheet account reconciliations for agency
- ✓ Monitor finance emails and direct to the right team member
- ✓ Ensure compliance with GAAP principles
- ✓ Support annual audit working schedules preparation for the agency
- ✓ Prepare and process EHT and WSIB payment and periodic reconciliations
- ✓ Analyze and summarize financial data
- ✓ Any other information requested by Finance Director and Executive Director

To qualify for this role you have...

- ✓ High school plus post-secondary certificate or specialized courses in accounting or equivalent
- ✓ Over 2 years experience in Accounts payable working with an accounting software system
- ✓ Knowledge of accounting terminology and procedures
- ✓ Experience with general ledger functions and the month-end/year-end close process
- ✓ Intermediate MS Excel skills and eagerness to learn advance Excel including VLOOKUP, Pivot tables, conditional formula.
- ✓ Strong technical ability to learn new databases
- ✓ Accuracy and attention to detail
- ✓ Aptitude for numbers and quantitative skills
- ✓ Experience with accounting software Sage 300 will be an asset
- ✓ Ability to organize and prioritize work
- ✓ Ability to work under pressure and meet deadlines in a cooperative manner
- ✓ Desire to keep knowledge up to date and learn software as required.
- ✓ Ability to work well in a team environment

We are an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Should the applicant require any accommodations during the application process please notify Human Resources at hrrecruiting@afchildrensservices.ca

APPLY TODAY!