



Accounts Receivable

Part-time · Permanent · Non-Unionized

Andrew Fleck Children's Services is looking to hire for the position of Accounts Receivable. In this role you will process accounts receivable 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: March 23rd, 2021
Salary: \$23.79 to \$28.14 per hour
Hours: 21 hours per week
Location: 700 Industrial Ave., Ottawa, ON
Closing date: March 14th, 2021
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...

- ✓ Prepare billings to parents and third-party clients for all AFCS programs; calculate billings, enter parent billings into the accounting system, verify accuracy of calculations, prepare required invoices, confirm invoice details with Program Directors/Program Coordinators.
- ✓ Enter children's attendance information into Ontario Child Care Management System for group programs. Update and inform group program of changes to parent subsidy status.
- ✓ Function as an integral member of the support staff; assist other support staff in their duties when required under unusual circumstances such as illness and holidays.
- ✓ Other related duties as assigned by the Director, Accounting and Finance.
- ✓ Work in accordance with Ontario Occupational Health and Safety Standards.

To qualify for this role you have...

- ✓ Certificate or specialized courses in accounting or equivalent
- ✓ Over 2 years experience in Accounts payable/ Receivable working with an accounting software system.
- ✓ Accounting knowledge or degree or diploma in accounting (considered an asset)
- ✓ Proficiency using MS Office applications
- ✓ Data entry skills in a database environment
- ✓ Good problem solving and communication skills
- ✓ Strong attention to detail and accuracy
- ✓ Strong numerical and calculation skills
- ✓ 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

