



Accounting Administrator

Full-time · Permanent · Non-Unionized

Join Andrew Fleck Children's Services as an Accounting Administrator, where you'll process accounts payable and receivable transactions, maintain accurate financial records, and ensure compliance with company procedures. This dynamic role offers the opportunity to work collaboratively in a high-energy environment, where personal initiative is valued. If you're detail-oriented, enjoy working with others, and thrive in a fast-paced setting, apply now to join our growing team and make a meaningful impact on children and families in our community.

Confirmation of full vaccination for COVID-19 is a requirement of employment with Andrew Fleck Children's Services

Available from: To Be Determined
Salary: \$50723- \$53944 a year (\$27.87- \$29.64 per hour)
Hours: 35 hours per week
Location: 700 Industrial – Hybrid Remote: opportunity to work from home 2- 3 days per week
Closing date: May 2nd, 2024
Apply: E-mail: hrrecruiting@afchildrensservices.ca

What Andrew Fleck Children's Services offers...

- ✓ Competitive salary
- ✓ Comprehensive benefits package including 4 weeks of vacation, Health and Dental plan, Employer matching RRSP program at 6% of 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 workshops, mentorship programs and courses, to upgrade skills, and develop new areas of expertise
- ✓ Participate in career development opportunities for a variety of different position types available within the AFCS organization
- ✓ A strong commitment to equity and diversity in the workplace and community

In this role you will...

- ✓ Processes Accounts Payable; calculates, prepares, verifies, codes and enters payment data (invoices, petty-cash, manual payments, staff expenses etc.) into accounting software system; produces cheques, electronic funds transfers, and direct deposit; maintains and updates vendor and staff information, handles client inquiries, and payment records of specific special projects according to company procedures,
- ✓ Enters children's attendance information into OCCMS for group programs and monitors usage of available absence days. Updates and informs parents and group program of changes to parent subsidy status.
- ✓ Prepare the billings to parents and third-party clients for all AFCS programs; enters parent billings into the accounting system; verifies accuracy of calculations, prepares required invoices, confirms invoice details with program Directors/PCs.
- ✓ Identify and address discrepancies in AR and AP database; Reports on the status of accounts payable and receivable
- ✓ Functions as an integral member of the support staff; assists other support staff in their duties when required under unusual circumstances such as illness and holidays.
- ✓ Other related duties as assigned by the Executive Director and the Director, Accounting and Finance
- ✓ Works in accordance with Ontario Occupational Health and Safety Standards.

To qualify for this role you have...

- ✓ Two-year college diploma in Accounting or a bachelor's degree in accounting
- ✓ Knowledge of basic accounting principles
- ✓ Proven minimum 2 years of work experience as an Accounting Administrator or similar role working with an accounting software system.
- ✓ Proficiency using MS Office Applications
- ✓ Intermediate knowledge of Excel (using financial formulas and creating spreadsheets)
- ✓ Solid data entry skills in database environment with an ability to identify numerical errors
- ✓ Good problem solving and communication skills
- ✓ Strong attention to details 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

