



Accounting Administrator 12 month contract position

Jewish Family & Child is a multi-service, client-centered agency, and a Children's Aid Society supporting the healthy development of individuals, children, and families; we are seeking an **Accounting Administrator** to join our team.

IN THIS ROLE YOU WILL.....

- ❖ Perform comprehensive accounting activities to maintain a complete and accurate general ledger which include revenue and expense recognition, accounts reconciliation, documenting financial transactions, recognizing revenues, and various other accounting statements and reports.
- ❖ Assist in facilitating the financial reporting process by preparing complete and accurate journal entries, reviewing, completing and understanding all assigned month-end and year-end close functions.
- ❖ Contribute to full cycle accounts payable, accounts receivable processing, data entry, and statistical reporting.
- ❖ Reconcile bank accounts and review for any unusual reconciling items.
- ❖ Process bank deposits, donations.
- ❖ Contribute to process improvement projects, including technology implementations, and policy creation. Assist with annual audit and other reporting requirements.
- ❖ Complete ad hoc projects and analyses as directed by management.
- ❖ Other duties as assigned.

QUALIFICATIONS:

- ❖ Post-Secondary degree/diploma in an Accounting, Business, or Commerce Program.
- ❖ Minimum of 3 years' experience in an Accounting related position
- ❖ Solid knowledge of accounting principles and understanding of internal controls are key to excel in this position.
- ❖ Excellent knowledge of Microsoft Office and advanced knowledge and skills in Excel.
- ❖ Experience in Oracle would be considered a strong asset.
- ❖ Experience in AccPac would be considered an asset.
- ❖ Must be a team player and detail oriented.
- ❖ Excellent organization, interpersonal, and communication skills.
- ❖ Ability to multi-task while adhering to strict timelines

If you are interested in applying for this position, please submit your résumé and cover letter to resumes@jfandcs.com by November 30, 2018. This position will remain active until it is filled.

JF&CS offers a competitive compensation and benefits package including dental, vision, and health coverage, a Healthcare Spending Account and a defined benefit pension plan.

JF&CS offers a generous number of vacation and sick days and are closed on most Jewish and all Statutory Holidays.

JF&CS is conveniently located at 4600 Bathurst Street in Toronto. On the premises you will find free parking, a daycare centre and a gym (with subsidized membership).

Jewish Family & Child is committed to the principle of equal opportunity in employment. Accommodations during all phases of the hire process will be made wherever possible. Please advise us if any accommodations are required. We thank all applicants for their interest; however, only those considered for an interview will be contacted.

To learn more about Jewish Family & Child, please visit: www.jfandcs.com | www.facebook.com/jfandcs