



Native Child and Family Services of Toronto

Native Child and Family Services of Toronto is an Indigenous, community controlled multi-service agency. Our mission is to provide support, ensure safety and enhance the quality of life for Indigenous families, children, and youth within the greater Toronto area. Our agency works within a holistic framework, which builds on individual and family strengths, and engages clients as partners in identifying issues and their solutions.

Intermediate Accountant

Classification: Contract Full-time
Hours: 35 hrs/wk.

Rate: \$47,097-\$72,973
Location: 30 College St. Toronto

NCFST is committed to staffing a workforce representative of the Aboriginal population we serve. We encourage First Nation, Metis and Inuit applicants to apply and please self-identify in their cover letter.

Position Summary

Under the direction of the Manager, Finance and Accounting the Intermediate Accountant will be responsible primarily for managing the overall Accounts Receivable functions, uploading and reviewing of payroll entries, responsible for reviewing and maintaining various asset and liability accounts, bank reconciliations and providing support to the Accounting Supervisor.

Main Responsibilities:

- Prepare and review of payroll entries for uploading
- Monthly Bank reconciliations
- Responsible for full-cycle AR accounting
- Internal financial reporting
- Preparing month-end journal entries and account reconciliations for Prepaids
- Assist with expense account reconciliations
- Assist with accounts payable
- Assist in preparation of audit file schedules
- Handle queries from suppliers, community, and staff
- Assist with ad hoc reports as required.

What we are looking for

- Minimum of three years of accounting experience, preferable in a mid-sized, multi-service social service agency
- CPA designation or working towards designation
- A high level of literacy in Aboriginal culture and in urban Aboriginal issues would be an asset.
- Must be highly computer literate and proficient in using computerized accounting software, specifically Sage 300 and BI reporting.
- Proficient in excel spreadsheets, word processing and database programs.
- Must be detail-oriented and have excellent written, verbal and analytical skills.
- Ability to work well in a tightly knit team and be flexible and adaptable to change and growth.

If you are interested in this job opportunity, please apply by clicking [APPLY HERE](#) on or before **August 3, 2021**

We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, NCFST will make accommodations available to applicants with disabilities upon request during the recruitment process.

We thank you for your interest, however, only those applicants selected for an interview will be contacted.