

JOB POSTING BARGAINING UNIT VACANCY

Classification	Dept/Division/Location	Perm/Temp	FTE
Bookkeeper A	Finance and Admin.	Perm	1

Salary Range: \$53,144 - \$64,000 annually

JOB FUNCTION:

Under the supervision of the Finance Supervisor, the incumbent is responsible for maintaining sound financial accountability practices through processing claims and accounts payable.

QUALIFICATIONS

EDUCATION

- Two (2) year College Diploma in Accounting or equivalent.

WORK EXPERIENCE

- Two (2) years of experience in an accounts payable function, and/or in a general accounting environment.

DUTIES AND RESPONSIBILITIES:

1. Process and maintain accounts payable.
 - Review all expense claims and bills for accuracy and ensure proper approvals.
 - Code all expenses to the relevant account ensuring proper supporting documentation is obtained and filed.
 - Verify all posted data and distribute payments.
 - Process cheque runs and prepare for direct deposits.
 - Run monthly and year-end reports and highlight any discrepancies.
 - Respond to inquiries from stakeholders.
2. Prepare and distribute cheques for boarding, adoption subsidies, rent, monthly contracts, and verify all data and expenses.
3. Enter and verify journal entries.
4. Process donation receipts.
5. Prepare GST/HST Rebate and Gasoline Excise Tax Refund Applications and submit to Revenue Canada quarterly.
6. Calculate and process HST payable payment to Revenue Canada.
7. Invoice for accounts receivable (i.e. Other Society Wards and miscellaneous billings).
8. Prepare Bank Deposits.
9. Process gift cards/vouchers.

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10. Provide assistance to stakeholders and back up for colleagues.
11. Assist with the audit process.
12. Apply for Health Cards, ClaimSecure and Children's Special Allowance.
13. Perform other related duties as required.

REQUIREMENTS:

- Knowledge of relevant legislation, regulations, and Ministry standards (e.g. the Child, Youth and Family Services Act).
- Appreciation and ability to work within a diverse and inclusive environment. Actively working from an Anti-Oppressive framework.
- Good understanding of the agency's values, service philosophy and objectives.
- Demonstrated interpersonal and collaboration skills to coordinate effectively with a broad variety of agency departments, staff, and the public.
- Ability to key and register data, track information and maintain accurate files and records while paying meticulous attention to detail.
- Demonstrated ability to work effectively both independently and within a team.
- Demonstrated problem solving, planning, priority-setting, and conflict resolution skills.
- Ability to maintain the appropriate safeguards for the confidentiality of Agency and client information.
- Knowledge and proficient competence of computer software (e.g. Microsoft Office (Excel, Word), Oracle ERP, CPIN).
- Excellent use of English; verbally and written is required.
- French verbal and written skills are considered an asset.
- Provide a Negative Vulnerable Sector Check.

Interested applicants must submit an updated resume directly to:

Human Resources
Jordan.Jackson@casdsm.on.ca