



## Halton Children's Aid Society JOB POSTING # 40-22

### Accounts Payable Coordinator

<b>POSITION TYPE:</b>	One (1) Regular, Full Time Position
<b>EMPLOYEE GROUP:</b>	CUPE Local 2501 Band 3
<b>DEPARTMENT:</b>	Finance and Property Services
<b>REPORTS TO:</b>	Director of Finance and Property
<b>POSTING DATE:</b>	December 15, 2022
<b>POSTING DEADLINE:</b>	Applicants should create an account and apply at <a href="https://myavanti.ca/careersathaltoncas">https://myavanti.ca/careersathaltoncas</a> by <b>January 16th, 2023 at 4:30pm</b>

The Accounts Payable Coordinator is responsible for all Accounts Payable processing, Purchase Order management and supplier/provider maintenance in CPIN. In addition, the Coordinator will provide back up to the monthly Accounts Receivables billing and management. Other accounting duties as assigned.

#### Main duties and responsibilities include, but are not limited to:

- Receives all invoices (Our Kids Network, Foundation, Bridging the Gap and Halton CAS), Foster Parent Expense claims, Volunteer Drive claims, Payment Requests and Visa Statement Reconciliations via e-mail and in paper format
- Generates and maintains CPIN created Purchase Order (PO) listings and matches invoices with POs where available
- Inputs all Accounts Payable in to CPIN batches, checks, validates and passes batches to Analyst to perform payment run.
- Matches all remittances once payment run is complete and records in payment book
- Creates and maintains supplier and provider files in Oracle and Curam, updating payment and address information where necessary and responding to service worker requests for provider set-up in a timely manner
- Assists with agency billing and reconciliation and follows up on outstanding accounts receivable accounts as needed
- Distributes and follows up on all outstanding Visa Statements with cardholders
- Prepares bank reconciliations for Halton CAS's bank account(s) for review and approval
- Maintains ongoing Accounts Payable subledger to Ledger reconciliation
- Records period-end accruals for outstanding purchase orders and invoices
- Maintains and draws down Prepays as per schedule
- Assists with gift card distribution, relevant backup documentation and reconciliation

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- Assists with tracking Fixed Asset purchases in year
- Records and files Property Tax Rebate
- Records and files quarterly HST return; journaling OKN share
- Assists with year-end audit
- Files and organizes all Accounts Payable documents
- Acts as first point of contact for all payable related inquiries for the Finance department
- Performs other duties as assigned which are directly related to the major responsibilities of the position
- Works in accordance with the provisions of applicable Health and Safety legislation and all Halton Children's Aid Society policies and procedures related to Occupational Health and Safety

### **Knowledge, Education, Experience, Skills and Attributes**

#### **Qualifications**

- College Level Accounting Diploma and 2 years practical experience with Accounts Payable and Accounts Receivable
- Demonstrated proficiency with Excel at an intermediate level
- Experience with large accounting applications such as Oracle

#### **General Skills and Attributes**

- Ability to prioritize workload within competing demands and short timeframes
- Detail orientated
- Ability to meet strict statutory timelines for the preparation of financial documents
- Computer literacy and proficiency in data entry
- Clear understanding of full-cycle accounts payable process
- Positive outlook and strong analytical skills along with a willingness to learn and take on new challenges
- Demonstrated ability to continue with professional growth and development within the financial field to remain current

#### **Equity, Diversity and Inclusion**

- Responsive to the knowledge and understanding of the culture, history and current oppressions experienced by marginalized communities and communities that are overrepresented in the child welfare system, including Indigenous, racialized and the 2SLGBTQ+ communities.
- Fosters an inclusive and accessible environment where all employees, service recipients and volunteers are respected
- Ensures ethnic, spiritual, linguistic, familial and cultural differences are respected
- Acts in accordance with and incorporates the Society's Code of Conduct, Confidentiality, Equal Opportunity and Anti-Discrimination, Harassment & Discrimination policies, etc.

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Halton CAS has a vaccination policy and procedure in place. As a condition of employment, new employees are required to be vaccinated for COVID-19 unless they have a valid reason not to be vaccinated based on a protected ground under the Ontario *Human Rights Code*.

The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19. Fully vaccinated is defined as having received all of the required doses of a Health Canada approved vaccine and having received the final dose at least 14 days before your employment start date. The candidate will be asked to provide Halton CAS with proof of full vaccination, prior to the candidate's employment start date. Acceptable proof includes an Ontario Ministry of Health COVID-19 vaccine receipt which you can obtain through the Provincial portal <https://covid19.ontariohealth.ca/>, or other government-issued vaccine passport or certification.

As described above, the requirement to be fully vaccinated is subject to the Ontario *Human Rights Code*. If the candidate is unable to receive the COVID-19 vaccine for a reason protected by the *Code*, requests for accommodation from the vaccine policy will be assessed on a case-by-case basis and will be subject to Halton CAS' accommodation process.

### **The Halton Children's Aid Society is an equal opportunity employer.**

The Halton Children's Aid Society is committed to fostering an inclusive, accessible environment where all employees and members of the public are respected. We are dedicated to building a workforce that reflects the diversity of the communities we serve.

We thank all applicants for their interest in the Halton Children's Aid Society, we will only contact those selected for an interview. All interviewed candidates will be asked to provide a minimum of two supervisory references.

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 905-333-4441 ext. 0575. Human Resources will work with the applicant and the interview committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.