

## Accounting Administrator

### Job Details

**Position Type:**

12 month contract

**Work Hours:**

35 hour work week

**Reporting To:**

Manager, Accounting

**Classification:**

Administrative Assistant  
II (AA-II) (Bargaining  
Unit)

**Salary Range:**

\$48,000 to \$60,000  
Based on Experience

**Location:**

Central Branch  
4600 Bathurst St.  
Toronto, ON M2R 3V3

**Posting Date:**

September 8, 2023

**Internal Closing Date:**

September 14, 2023

**External Closing Date:**

Until filled

**Anticipated Start Date:**

ASAP

### **About The Agency**

Jewish Family and Child Service (JF&CS) is a multi-service, client-centered, family service agency and a Children's Aid Society. We support the healthy development of individuals, children, families, and communities through prevention, protection, counselling, and education and advocacy services, within the context of Jewish values.

### **About the Role**

We are seeking an **Accounting Administrator** to perform of a variety of duties including accounts payable, accounts receivable, computer data input, and administering accounts for various Agency programs.

### **Responsibilities:**

- Administer full-cycle accounts payable, accounts receivable processing, data entry, and statistical reporting.
- Prepare monthly, quarterly, and annual accounting and financial statements, in addition, process accruals and adjustments accordingly.
- Assist the financial reporting process by preparing complete and accurate journal entries.
- Review, complete and understand all assigned month-end and year-end close functions in relation to the financial reporting process.
- Prepare bank deposits, donations, and bank reconciliations.
- Prepare monthly, quarterly, and annual accounting and financial statements, in addition, process accruals and adjustments accordingly.
- Prepare and/or receive third party payments, whether by cash, check, credit or other forms of payment.
- Process and execute cheques, cash deposits and other banking assignments as required.
- Provide backup to reception as needed.
- Perform other duties as assigned.

### **Qualifications:**

- Post-Secondary degree/diploma in Accounting or relevant field
- 3-5 years' experience in an Accounting related position
- Advanced knowledge of MS Office software; specifically Excel
- Experience in SAGE and/or Oracle is considered a strong asset
- Ability to read, understand, and calculate financial figures such as discounts, interest rates, proportions, percentages, and taxes
- 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 by visiting our Career Opportunities page at <https://www.jfandcs.com/jobs>

JF&CS is committed to the principle of equal opportunity in employment and welcomes candidates from diverse backgrounds. Accommodations during all phases of the hire process will be made wherever possible. Please advise us if any accommodations are required.

JF&CS has a COVID-19 vaccination policy in place. As a condition of employment, all employees are required to be vaccinated for COVID-19, unless a valid exemption under the *Ontario Human Rights Code* is provided.

We thank all applicants for their interest; however, only those considered for an interview will be contacted.

To learn more about Jewish Family and Child Service, please visit: [www.jfandcs.com](http://www.jfandcs.com) | [www.facebook.com/jfandcs](https://www.facebook.com/jfandcs)