



## JOB POSTING - Accounting Clerk

Community Family Services of Ontario offers linguistically sensitive and culturally responsive counselling, family services, newcomer settlement, and disabilities and special needs services to enhance the functioning and the quality of life of individuals and families.

Position Title: **Accounting Clerk**  
Position Type: Full-Time, 12 months with possible extension  
Reporting To: Finance and Human Resources Officer  
Apply by e-mail: info@cfso.care

Reporting to the Finance and Human Resources Officer, the Accounting & Payroll Assistant is responsible for preparation and processing of all payable/receivable transactions, payroll, reconciliations, CRA remittance, and support for monthly reporting and audit.

### MAJOR RESPONSIBILITIES

#### 1. Accounts Payable/Receivable

- Set up a QuickBooks structure to document and track transactions, and facilitate formulaic allocation of transactions across multiple funders
- Manage weekly activities for Accounts Receivable and Accounts Payable via QuickBooks
- Manage the preparation, validation and distribution of Accounts Receivable processing reports
- Follow policies and procedures over the Accounts Receivable and Financial Reporting process
- Maintain internal controls over financial reporting
- Other related duties as assigned

#### 2. Monthly Reconciliations and Journal Entries

- Reconcile and analyse monthly balance sheet accounts to ensure accuracy of account balances including short-term investments, prepaid accounts, other receivables, accrued liabilities, accrued purchases and unearned revenue.
- Investigate any large or unusual balances & provide explanations for Executive Director & Board.
- Prepare monthly bank reconciliations to ensure cash transactions recorded are complete & accurate.
- Manual journal entries include record of:
  - o Semi-monthly payroll and benefits payments
  - o Monthly amortization of rental incentives and capital assets
  - o Investment interest when short term investment matures and interest is paid out
  - o Bank fees, interest charges, credit card charges and payroll service charges
  - o Record HST payable, receivable
- Ensure transactions are recorded to correct GL accounts, where instruction provided differs from understanding of business, follow up to ensure transaction is recorded in correct GL accounts.
- Perform all record keeping for external customers including revenue invoice issuance, cash receipts, credit and debit notes, expense invoices and associated payments, payroll expenses and manual journal entries, where required. Perform monthly bank reconciliations and balance sheet account reconciliations for review by Executive Director & Board, provide explanation for outstanding items.
- At year-end, review revenue and expense and identify amounts set up as prepaid expenses and accrued liabilities to ensure year end financials are in accordance with GAAP.



## QUALIFICATIONS

- Accounting degree from University or Advanced Diploma from recognized College
- Relevant experience in the non-profit sector
- Experience working in setting with multi-funding sources an asset
- 1-2 years of payroll experience an asset
- Experience/knowledge of Canada-wide payroll legislation and regulations
- Thorough knowledge of QuickBooks software a MUST
- Knowledge of HRIS CCIM an asset
- Proficient with Microsoft Office Suite (Word, Excel, PowerPoint and Outlook)
- Ability to handle multiple requests and work in a fast paced office environment
- Demonstrates a “can-do” attitude. Results-driven.
- Highly analytical and detail oriented, with the ability to analyze and organize information
- Strong commitment to customer service
- Excellent time management, able to work under pressure and meet deadlines
- Ability to adhere to strict deadlines and set priorities as required
- Desire to learn and to take on new responsibilities
- Proven problem solving capabilities
- General knowledge of health and safety approaches and standards
- Fluency in Verbal & Written English and Chinese (Mandarin and/or Cantonese)
- Proficiency in MS Office software programs and usage of Internet
- Excellent communication, interpersonal, and time management skills
- Ability to work independently and as a team member
- Willingness to work days / evenings, and occasional weekends as required
- Membership in Good Standing of a relevant governing body
- Clearance from a Vulnerable Sector Police Screening

Community Family Services of Ontario is an inclusive employer and community service provider. Accommodation is available under the Ontario *Human Rights Code*.

### Headquarters 總辦事處

Scarborough 士嘉堡  
4051 Gordon Baker Rd, Unit A,  
Scarborough, ON M1W 2P3



### Satellite Locations (by Appointment Only) 分區辦事處 (必先預約)

Markham 萬錦  
5665 14th Ave,  
Markham, ON L3S 3K5

Unionville 於人村  
600 Village Pkwy,  
Markham, ON L3R 6C2

Downtown 唐人街  
602 Queen St W,  
Toronto, ON M6J 1E3

Mississauga 密西沙加  
720 Burnhamthorpe Rd W, Unit 2,  
Mississauga, ON L5C 3G1