

## **JOB OPPORTUNITY**

Human Resources Department

**POSITION: ACCOUNTING CLERK II – ACCOUNTS RECEIVABLE**

**REGION:** Corporate Services

**Community Living Toronto**, one of the largest agencies of its kind in North America, is a dynamic innovative organization committed to a vision of promoting a welcoming community. As a leader in the field, Community Living Toronto offers supports to over 6,000 individuals within an intellectual disability as well as support to their families, including residential and day support, assistance with employment, community support, early childhood services and respite.

### **QUALIFICATIONS:**

A minimum two year College Diploma in Business/Commerce or currently enrolled in CGA/CMA program. One to two years experience in accounting. Working knowledge of MS Excel, MS Word and PeopleSoft application is required.

### **JOB SUMMARY:**

This position provides clerical and accounting support for all day to day financial aspects of the Association's programs.

### **RESPONSIBILITIES:**

Reporting to the Manager, Financial Services, responsibilities include:

- Calculating user fees to be billed by following prescribed guidelines.
- Preparing billings for customers.
- Coding and posting customer payments to sub-ledgers.
- Balancing receivable sub-ledgers, ensuring all entries and adjustments are correctly made.
- Using various collection procedures in following up on delinquent accounts and NSF cheques.

**HOURS OF WORK:** 37.5 hours per week

### **TO APPLY:**

**SEND YOUR COVER LETTER AND RESUME TO:**

**Careers@cltoronto.ca**

**PLEASE QUOTE JOB POSTING #E17-115**

**When required, accommodations for disabilities will be provided, on request.**

**We thank everyone for their interest in Community Living Toronto; however only applicants with the necessary qualifications, experience and education will be contact for an interview.**