

## JOB OPPORTUNITY

Human Resources Department

**POSITION: SENIOR ACCOUNTING CLERK**

**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:

Community College diploma in Accounting plus three to four years' experience in the preparation of the following items: Bank Reconciliations, Account Analysis, Journal Entries and general accounts payable functions for non-profit organizations. Computer experience, especially ERP based financial systems (preferably PeopleSoft) and Microsoft office applications. An equivalent combination of education and experience will be considered.

### JOB SUMMARY:

Provide clerical and accounting functions covering all day-to-day financial aspects of the Association's programs.

### RESPONSIBILITIES:

Under the general supervision of the Senior Accounting Analyst, this position is responsible for:

- Accounts Payable voucher checking to ensure proper authorization, correct coding and correct arithmetic.
- Running of bi-weekly cheques and balancing Accounts Payable Sub Ledger to General Ledger.
- Preparing monthly bank reconciliations and other monthly Balance Sheet accounts analyses.
- Preparing Journal Entries as required.
- Other duties including Petty Cash opening and closing, stop payment requests and month end D Product matching.
- Participating in financial systems testing including general ledger and accounts payable modules.
- Covering workload of absent accounting staff as required and train new clerical accounting staff.
- Process and reconcile Purchasing Card transactions.

**HOURS OF WORK:** 7.5 hours per day

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

**Careers@cltoronto.ca**

**PLEASE QUOTE JOB POSTING #E17-174**

**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.**