

INTERNAL/EXTERNAL JOB POSTING (Job Posting # 2018-85)



TITLE: Accounting Clerk – Accounts Payable/ Accounts Receivable
POSITION TYPE: Full Time – Permanent
REPORTS TO: Controller

POSITION DESCRIPTION:

The Bob Rumball Canadian Centre of Excellence for the Deaf (BRCCED) is a multi-purpose, multi-program facility that functions as a community centre for the Deaf and as a non-profit charitable provider of services for the Deaf. The organization exists to provide care and opportunities in a communication-rich environment that enhances the quality of life of those we serve.

Reporting to the Controller, the Accounting Clerk is responsible for all the accounts payable and accounts receivable for BRCCED, Bob Rumball Foundation for the Deaf (BRFD) and Ontario Camp for the Deaf (OCD).

PRIMARY DUTIES/REQUIREMENTS

- Oversees the full accounts receivable and payable cycle for BRCCED, BRFD, OCD
- Work in cooperation with Directors, managers, coordinators and finance staff
- Write cash receipts for incoming cheques
- Prepare direct deposit statements through online banking platform
- Prepare bank deposits
- Send and receive transaction reports
- Run monthly A/R reports
- Match invoices with approved purchase orders
- Check codes on all invoices according to proper program expense account
- Prepare manual cheques
- Process cheque run and input into accounting software
- Match cheques with corresponding documents
- Handle supplier inquires promptly and courteously
- Assist with internal and external account inquires
- Year-end audit file preparation
- Assist with administrative duties and reports

QUALIFICATIONS

- Minimum 5 years experience in AP and AR
- Diploma/Certificate in Accounting
- Knowledge of GAAP accounting principles
- Excellent computer skills; knowledge of accounting software, MS Office and Online banking
- Knowledge of Great Plains software an asset
- Experience in a non profit environment an asset
- Knowledge and experience working within the deaf community and fluency in ASL **OR** strong commitment to engage in professional development to build skill and knowledge in ASL, Deaf culture and supporting Deaf or hard of hearing individuals and their community
- Attention to detail and excellent communication skills
- Ability to work under tight deadlines, multi-task and work under pressure
- Highly developed organizational and interpersonal skills
- French language/LSQ an asset

Interested candidates please email resume to: careers@bobrumball.org or fax to 416-449-8881

Please contact the above if you need accommodation at any stage of the application process.

We thank all applicants in advance, however, only candidates selected for an interview will be contacted.

Posting Date: November 30, 2018

Closing Date: December 10, 2018

Start Date: Immediate