



JOB DESCRIPTION

ACCOUNTING ASSISTANT

Our Vision:

The Native Canadian Centre of Toronto is dedicated to helping all of our relations on their journey

The Native Canadian Centre of Toronto (NCCT) is a non-profit, charitable organization located in the heart of downtown Toronto. The NCCT offers a wide range of Indigenous programs and services based on Indigenous cultural traditions and teachings.

I Job Title: ACCOUNTING ASSISTANT

**II Employment Term & Work Hours: Permanent Full Time
40 hours per week (Mon-Fri)**

III Department: Finance

IV Direct Report: Finance Director

V Position Summary:

Working as part of a team in a fast-paced environment where the main responsibility is assisting in the day-to-day, entry-level accounting work. To perform this job successfully you must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill and/or ability required.

VI Duties and Responsibilities:

Accounts Payable (AP):

- Preview, verify, and process invoices and payment requests in Dext and Xero.
- Prepare and execute timely payments via cheques, and wire transfers.
- Ensure proper documentation and approvals for all payments.
- Maintain accurate records of all transactions in the accounting system.
- Reconcile vendor statements and resolve discrepancies.
- Prepare weekly and monthly accounts payable reports.
- Assist with month-end closing activities related to accounts payable.
- Respond to vendor inquiries regarding payments and account status.
- Maintain relationships with vendors and internal stakeholders.
- Assist in the development and implementation of AP policies and procedures



Accounts Receivable (AR):

- Prepare invoices to funders and other clients.
- Prepare cash receipts and make bank deposits.
- Prepare routine AR batch entries and posts cash receipts transactions to subledger.
- Process customer deductions and obtain relevant approvals and generate required debit / credit notes.
- Process accounts receivable chargebacks.
- Contact customers for payments and follow-up on issues.
- Perform periodic reconciliations on customer accounts.
- Provide effective and timely resolution to invoices and credits issues.
- Maintain financial security by following internal accounting controls

Others:

- Support audits by providing necessary documentation and information.
- Maintain financial security by following internal accounting controls.
- Perform duties as assigned including general office support and assistance as needed.
- Commitment to learn and use an Indigenous language reflective of NCCT Community.

VII QUALIFICATIONS:

- Post-Secondary education in accounting/finance.
- At least 3 years relevant experience in a computerized accounting environment.
- Special consideration will be given for experience in the non-profit sector.
- Sound knowledge of General Accepted Accounting Principles (GAAP).
- Strong comprehension of the corporate environment and confidentiality.
- High degree of professionalism, ethics, and integrity.
- Ability to multitask and work well in a fast-paced environment.
- Sound judgement and good analytical skills, as well as excellent research skills.
- Proven experience in accounts payable and accounts receivable or a similar role.
- Strong attention to detail and accuracy
- Excellent organizational and time-management skills.
- Effective communication skills, both verbal and written.
- Ability to work independently and as part of a team.
- In-depth knowledge and understanding of AR control accounts, ledger entries, etc.
- Experience with accounting and database knowledge of MS Office, Dext, and Xero
- Awareness of Aboriginal culture.
- Criminal Reference Clearance (CPIC) and/or Vulnerable Sector Clearance are requirements for the employment offer.
- Experience working within an Indigenous organization or with the Indigenous community an asset.
- Knowledge of Indigenous languages and culture represented in NCCT community.
- Must be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- Ensures the NCCT response is consistent with current local, provincial, and federal health guidelines and orders



VIII Working Conditions:

- Typical office setting

IX Physical requirements:

- Ability to climb 3 flights of stairs throughout the day
- Able to lift a minimum of 10 lbs.

++++
The successful candidate is expected to contribute positively to the implementation of the NCCT's vision and mission, operate in a collaborative team setting and maintain high and professional productivity levels and quality of service.

This is a full-time position. Salary is commensurate with qualifications and experience. Although preference will be given to Indigenous applicants (First Nations, Metis and Inuit), all qualified candidates are encouraged to apply.

We thank all applicants for their interest however only those candidates selected for interviews will be contacted.

If this position interests you, please submit your resume and a cover letter to:

**Robert Lebel
 Human Resources Manager
 Tia.mistry@ncct.on.ca
 Deadline: until filled**

**SUBJECT LINE:
 NCCT - Finance – Accounting Assistant**

The Native Canadian Centre of Toronto is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our Human Resources Manager at tia.mistry@ncct.on.ca of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.