



JOB DESCRIPTION

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: Junior Bookkeeper

II Employment Term, Salary & Work Hours:

Term: Full-Time, Term Contract with the possibility of extension

Salary: \$18.00/hour

Hours: 35 hours per week

III Department: Finance

IV Direct Report: Financial Controller and the Executive Director

V Job Purpose: 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: The Junior Bookkeeper reports to and takes direction from the Financial Controller and the Executive Director. Duties include:

- Entering, balancing and processing daily, weekly, monthly transactions and data entry including timely billing payments and reconciliations
- Ensuring all expenditures are accurately processed and authorized prior to payment
- Confirming and maintaining the accuracy of entered information and records including, Visa reports and Gift Shop sales and expense reports
- Assist in producing general ledger, accounts payable, accounts receivable, payroll transactions and program reports
- Assist with the preparation of payroll reports and reconciliation of payroll accounts for each pay period
- Assisting with the preparation of all financial accounts, records and reports to ensure they are audit-ready for the end of the fiscal year
- Performs other duties as assigned including general office support and assistance as needed



VII QUALIFICATIONS:

- Associates, Bachelor's, business administration or related degree in accounting or equivalent work experience
- Excellent attention to detail, communication and interpersonal skills are essential
- 3 years relevant experience in a computerized accounting environment
- Special consideration will be given for experience in the non-profit sector
- Sound knowledge of accounting principles
- Experience with accounting and database knowledge of MS Office and ACCPAC for Windows
- Awareness of Aboriginal culture
- Criminal Reference Clearance (CPIC) and/or Vulnerable Sector Clearance are requirements for the employment offer
- Must be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

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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 contract 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:

**Elisabeth Pohl
Human Resources Department
epohl@ncct.on.ca
Position Open Until Filled**

**SUBJECT LINE:
NCCT – Finance Department – Junior Bookkeeper**

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 HR representative at epohl@ncct.on.ca of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.