



JOB DESCRIPTION

ACCOUNTS PAYABLE/RECEIVABLE CLERK

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: ACCOUNTS PAYABLE/RECEIVABLE CLERK

II Employment Term & Work Hours:

Term: Permanent Full Time

Hours: 40 hours per week Mon-Fri Flexibility to work overtime during busy periods

III Department: Finance

IV Direct Report: Finance Manager

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:

- Entering, balancing and processing daily, weekly, monthly transactions and data entry including timely billing payments and reconciliations
- Pay invoice by verifying transaction information digitally; scheduling and preparing cheque disbursements and obtaining payment authorization.
- Confirming and maintaining the accuracy of invoice coding, troubleshooting coding errors and ensuring all visa reconciliation documents are upload
- Verifying and reconcile vendor statement of accounts, resolving any account discrepancies
- Assist in producing general ledger, accounts payable, accounts receivable, and program reports
- Maintain financial security by following internal accounting controls
- 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
- Commitment to learn and use an Indigenous language reflective of NCCT community



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 General Accepted Accounting Principles (GAAP)
- Experience with accounting and database knowledge of MS Office and Sage 300
- 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.

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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 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 Specialist
robert.lebel@ncct.on.ca
Deadline: until filled**



SUBJECT LINE:
NCCT - Finance – Accounts Payable/Receivable Clerk

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 Specialist at robert.lebel@ncct.on.ca of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.