



Employment Opportunity

Accounting Assistant

Administration

Full-time – 35 Hours/Week

Flexible work hours may include some evenings and weekends

North York Seniors Centre provides programs and services to promote the physical, emotional and social well-being of adults 55+ living in our diverse community.

This position reports to the Director, In Home Services.

Primary Responsibilities:

- Process bi-weekly payroll for all salaried and hourly employees
- Process accounts payable and receivable for billable services
- Prepare weekly bank deposit
- Receive and respond to client concerns in relation to billing and payments
- Administrative duties: manage petty cash, monitor & order office/facility supplies, mail distribution, weekly network back-up, relief for absent co-workers
- Participate in continuous quality improvement processes and assist Administrative Team with research and development of best practices
- Promote and maintain a high standard of customer service that is client focused

Qualifications/ Skills:

Education: Diploma or Certificate in Accounting and/or Payroll Program
Experience: 2 years in accounting/payroll position
Other: Strong accounting and administrative skills
Strong computer skills: Windows environment,
Working knowledge of GoldCare and/or QHR an asset
Attention to detail
Ability to communicate effectively in English (verbal and written); other languages, an asset
Able to work independently as well as in a team

Please submit your resume by **Monday July 16, 2018** to:

Mail North York Seniors Centre,
Human Resources Department
21 Hendon Avenue, Toronto, ON M2M 4G8
Fax: 416 733.1858
E Mail: hiring@nyseniors.org

North York Senior Centre is an equal opportunity employer. Thank you to all who express interest in this position. **Only those candidates selected for an interview will be contacted. No phone calls, please.**

North York Seniors Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). Applicants need to make their request for accommodation known when contacted.

Posting Date: Friday June 22, 2018