



# Employment Opportunity

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## **Financial Assistant**

Administration

Full-time – 35 Hours/Week

Flexible work hours may include some evenings and weekends

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*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
- Promote and maintain a high standard of customer service that is client focused

### **Qualifications/ Skills:**

**Education:** Diploma 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 **Friday May 18<sup>th</sup>, 2018** to:

**Mail** North York Seniors Centre,  
Human Resource Department  
21 Hendon Avenue, Toronto, ON M2M 4G8  
**Fax:** 416 733.1858  
**E Mail:** [hiring@nyseniors.org](mailto: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: Thursday May 3, 2018