

## **Job Posting**

### **Alzheimer Society of Ontario**

**The Alzheimer Society's** vision is a world without Alzheimer's disease and other dementias. Our mission is to alleviate the personal and social consequences of Alzheimer's disease and related dementias and to promote research.

#### **OUR VALUES**

**Collaboration Accountability Respect Excellence**

The Alzheimer Society is an equal opportunity employer and we are dedicated to building a workforce that reflects the diversity of our communities in which we live and serve. We are also committed to inclusive, barrier-free recruitment and selection processes in accordance with the Human Rights Code and AODA and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

#### **Payment Services Accountant**

**Reports to:** Manager, Accounting

**Supervises:** n/a

#### **Job Summary**

Reporting to Manager, Accounting, the Payment Services Accountant is responsible for the timely payment of goods and services to vendors and reimbursements to staff for costs incurred, with an emphasis on maintaining controls. The accountant will maintain a minimum of 3 different customers utilizing 2 different systems in the shared services environment.

#### **Essential Duties and Responsibilities:**

##### **AP Processing:**

- Ensure timely payments of vendor invoices and expense vouchers and maintain accurate records and control reports
- Track expenses and process expense reports ensuring appropriate approvals
- Prepare and process electronic transfers and payments
- Prepare and perform cheque runs
- Verify accuracy of invoices and ensure invoices are properly coded and monitor regular monthly vendor invoices
- Validate that transactions comply with financial policies and procedures
- Prepare and obtain approvals for EFT payments
- Perform tax calculations
- Process accounts payable invoices in a timely manner
- Review staff expense claims and send to payroll in a timely manner
- Obtain proper approvals, print cheques, prepare for signature and distribute
- Liaise with vendors, suppliers and organization personnel on payment issues
- Maintain, reconcile and process all monthly credit card statements and participate in month end and year-end closing cycles
- File backup documentation in accordance with the organization's policy

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- Manage destruction of backup documentation in accordance with the destruction policy
- Ensure co-tenant invoices are scanned and saved to designated folder
- Participate in month end and year end closing cycles

### **Budget and Audit Preparation:**

- Support budget and forecast preparation
- Participate in the completion of year-end audit working papers including the preparation and balancing of schedules and reports
- Participate in team meetings
- Work with management and co-workers on continuous quality improvement
- Provide vacation backup to other positions as required

### **Job Qualifications**

#### **Education:**

- University degree or equivalent experience
- While a CPA designation is not required, it is an asset
- An equivalent combination of education and experience will also be considered

#### **Experience:**

- Minimum 3 years experience in supporting full cycle accounting including payables, receivables, report generation, analysis and reporting on monthly/quarterly/annual financial results
- Experience in a multi-level, not for profit organization is an asset

#### **Other Knowledge, Skills, Abilities or Certifications:**

- Working knowledge of GAAP
- Working knowledge of accounting processes, procedures, controls, reconciliation and reporting including management of accounts payable, accounts receivable and general ledgers
- Understanding of accounting principles and concepts, and adept at utilization of financial and accounting systems
- Sound analytical, problem solving and organizing skills with close attention to detail and accuracy
- Ability to use discretion, judgment and tact in handling sensitive or confidential information or situations
- Excellent verbal, listening, written communication and client services skills
- Proficiency with MS Word, Excel, Outlook and accounting software packages Microsoft GP Dynamics & AccPac
- Maturity and experience managing multiple priorities. Able to work independently and utilize sound judgement to perform all assigned duties with minimal supervision
- Able to establish and maintain effective working relationships with coworkers, clients and community agencies
- Experience working independently as well as within a team environment
- Exhibit and work within Alzheimer's Society competencies: Collaboration, Accountability, Respect and Excellence and Communication

#### **Commitment to Equitable Recruitment**

The Alzheimer Society welcomes those who have demonstrated a commitment to upholding the values of equity and social justice and we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, Black and persons of colour, persons with disabilities, people living with dementia, care partners and those who identify as LGBTQ2S+.

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## **COVID-19 Vaccination**

The Society requires that you be fully vaccinated for COVID-19, subject to any accommodation obligations you may have under human rights legislation.

**Please submit your resume and cover letter to:** [resumes@alzheimerssc.org](mailto:resumes@alzheimerssc.org)

Please include the 'Job Title' in the subject line.

**Closing Date: November 2, 2021**

We thank all who apply, but only those selected for an interview will be contacted.