

## INTERNAL

<b>Position:</b>	Accounting Analyst
<b>Type:</b>	Permanent, Full-Time, Non-Bargaining Unit
<b>Number of Positions Posted</b>	1
<b>Number of Hours:</b>	37.5 hours per week
<b>Rate:</b>	\$50,193 to \$55,419 per annum
<b>Supervisor:</b>	Senior Manager, Finance
<b>Posting Date:</b>	October 4, 2019
<b>Application Deadline:</b>	October 11, 2019
<b>Locations</b>	300-36 Lombard St. E

Fred Victor is a not-for-profit, multi-service community-based organization that has assisted people living on low incomes in Toronto for close to 120 years. We work in partnership with women and men from diverse backgrounds who face poverty, homelessness, mental health issues, addictions, and/or social isolation to address their needs and hopes and advocate for a more equitable society. Please see our website at [www.fredvictor.org](http://www.fredvictor.org). Fred Victor works with a highly diverse population of people and upholds the values of respect, choice and inclusion.

The Accounting Analyst provides bookkeeping support to the Finance Department and is responsible for accounts payable and other accounting duties. The incumbent checks, corrects and maintains a variety of financial records and lends general accounting support to the Finance team.

### Responsibilities:

- Processes accounts payable. Ensures proper documentation, appropriate coding and approvals for all requisitions. Enters the information into the accounts payable module and ensures most effective payment method is used. Manages preparation, signing and distribution of cheques, and coordinates any other payment method as required. Reconciles payments to vendor statements and contracts where necessary. Provides year-end statements, of amounts paid, to contractors as required.
- Responsible for reconciliation and administration of petty cash accounts.
- Reconciles corporate credit accounts (e.g. office supplies, taxi, travelling), verifies the appropriate approvals and coding to record the expense.
- Manages reconciliation of corporate VISA card statements, ensuring receipt of appropriate documentation and approvals to support the charges on the card. Creates journal entries to ensure all charges are posted to the general ledger as specified by budget owner.
- Runs accounts payable and expense-related reporting from the accounting system.
- Maintains filing system of vendor contracts and expense records.
- Coordination of bank deposits, including preparation and liaising with bank.
- Supports the annual audit process with a focus on accounts payable.
- Provides general accounting support as needed.
- Performs other duties as assigned.



- Ensures service targets requested by funders are met

**Qualifications:**

- Knowledge of accounting principles.
- 2-3 years of Not-for-Profit working experience
- Working knowledge of Sage 300 (ACCPAC) accounting system preferred.
- Excellent ability to communicate effectively both verbally and in writing.
- Strong attention to detail and ability to create work with high level of accuracy despite numerous interruptions.
- Ability to interact with and communicate with a wide variety of people with diverse backgrounds.
- Good organizational and workload management skills specifically with the ability to prioritize and reprioritize when necessary.
- Strong skills in Microsoft Office including Outlook, Excel, Word and PowerPoint.
- Ability to handle sensitive and confidential information in a discreet and professional manner.
- This work requires a commitment and adherence to the values, goals and policies of Fred Victor.

**Working Conditions:**

- The work involves interacting with a wide range of people and involves regular stress and handling multiple demands effectively.
- The workstation is located in the administration office. The work requires the employee to sit for many consecutive hours at a computer station.
- Works regularly scheduled shifts. Willingness to accommodate a flexible work schedule as some evening and weekend work may be required.

**The final candidate will be required to provide a current police reference check prior to being hire.**

Please submit a resume and cover letter **by e-mail** no later than Friday, October 11, 2019 at 5:00pm to:

**Jamal Khan**  
**Senior Manager, Finance**  
[jkhan@fredvictor.org](mailto:jkhan@fredvictor.org)

**NO PHONE CALLS, FAXES OR MAILED RESUMES**

*We strive to foster a workplace that reflects the diversity of the community we serve and welcome applications from all qualified candidates; however, only those selected for an interview will be contacted.*

***Fred Victor is also committed to developing an inclusive, barrier-free selection process and work environment. If contacted, please advise the hiring manager if you require any accommodation measures to ensure you will be interviewed in a fair and equitable manner. Information received relating to accommodation requests will be treated with confidentiality.***