

## **JOB POSTING**

### **SISTERS OF ST. JOSEPH**

**POSITION:** Accounting Clerk

**DEPARTMENT:** Corporate

**HOURS OF WORK:** 3 days per week (21 hours)

---

#### **JOB SUMMARY:**

The part time Accounting Clerk is primarily responsible for supporting our accounts payable operations by performing select tasks within the accounts payable cycle and other accounting responsibilities as assigned. While this position initially focuses on specific aspects of the process, there is potential for growth in responsibilities over time as needs evolve. This position reports to the Finance Manager.

#### **DUTIES AND RESPONSIBILITIES:**

- Prepares and processes weekly invoices batches in accordance with organization policies and procedures.
- Ensure account coding and documentation submitted is accurate and complete.
- Enters transactions into the accounting system (Sage) as required.
- Obtain required signatures on cheques in accordance with company policies.
- Prepare payments for mailing, ensuring accuracy and proper handling.
- Manage the timely distribution and mailing of payments to vendors and stakeholders.
- Maintain Accounts Payable files of paid invoices.
- Collation and distribution of various reporting packages.
- Various other accounting duties as assigned.

#### **QUALIFICATIONS:**

- Accounting skills with a high degree of accuracy and attention to detail.
- A minimum of three years accounts payable experience preferably in a not-for-profit environment.
- Familiarity with an electronic accounting system, preferably Sage.
- Knowledge of generally accepted accounting principles.
- Proficient in Microsoft Office Products including Excel, Word and Outlook.
- Demonstrated organization and analytical skills.
- Excellent oral and written communication skills, including good interpersonal skills and a proactive approach towards customer service.
- Strong time management skills, with the ability to manage multiple deadlines and priorities as required.
- A self-starter who is detailed oriented and able to work with minimal supervision.

Please apply in writing by Tuesday, January 21, 2025.

Applications/Resumes may be faxed (416) 429-7921 or emailed [CSJHR@csj-to.ca](mailto:CSJHR@csj-to.ca) .

*The Congregation of the Sisters of St. Joseph of Toronto values inclusivity and diversity in the workplace. We are committed to providing accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (“AODA”). If you require accommodation during any stage of the recruitment process, please notify Human Resources [CSJHR@csj-to.ca](mailto:CSJHR@csj-to.ca) or (416) 467-2635.*

While we thank all applicants, only those selected for an interview will be contacted. Any information obtained during the course of recruitment will be used for employment recruitment purposes only.