



Inspire - Community Support Services is a non-profit, multi-service community-based agency. The agency is currently looking to fill a full-time Accounting Clerk position who will be responsible to provide financial, accounting, and administrative support services and to process employee payroll. This position will work out of our main office in Cornwall.

Position Title: **ACCOUNTING CLERK
(FLS DESIGNATED POSITION)**

Reporting Relationship: Reports to the Director of Finance, Human Resources and Administration

Role accountabilities:

- Reviews documentation for accounts payable and account receivable, enters information, processes invoices and payment requests, and seeks approvals where required
- Completes HST, EHT and other reporting as required.
- Responds to internal and external queries, examines issues, resolves invoice exceptions, and escalates as required
- Receives payment from clients, reconciles, and prepares bank deposits
- Prepares month-end and year-end entries, completes monthly account reconciliations, and supports audit process
- Tracks specific program financial allocations (Passport and individual client budgets), generates reports, and reports variances
- Prepares monthly/quarterly/annual financial reports for the Director of Finance, HR and Administration.
- Assists in the preparation of annual budgets, Ministry quarterly financial reports and statistical reports.
- Provides service for payroll matters, verifies information received, and ensures compliance with policy and procedures
- Maintains filing systems in accordance with records management policies and procedures
- Performs other finance, HR and administration related duties as required

Knowledge

- Knowledge of accounts payable, receivable, and payroll policies, procedures, and processes
- Knowledge of collective agreements and relevant governing legislation, policies, procedures, and processes (taxation, CPP, EI, HST/EHT reporting)
- Knowledge of office productivity software and databases, and technology devices

Position Requirements:

- Completion of college diploma in business, accounting, or related discipline.
- Greater than three years of previous work experience in financial services or accounting.
- Must be fluently bilingual (oral and written).
- Knowledge of accounts payable, receivable, and payroll policies, procedures, and processes
- Knowledge of collective agreements and relevant governing legislation, policies, procedures, and processes (taxation, CPP, EI, HST/EHT reporting)
- Knowledge of Microsoft Office and Sage.



Employment and Working Conditions:

- Works in an office environment.
- Police Reference Check for the Vulnerable Sector required.
- Valid Ontario Driver's License and reliable transportation.
- 35 hours per work week.
- Competitive compensation and benefits package.
- Competitive vacation time and leave time.

All interested parties are invited to submit their resume and cover letter to the attention of Lisa Waldroff, Director of Finance, Human Resources & Administration, via email at lwaldroff@inspire-sdg.ca

Inspire Community Support Services is committed to Employment Equity. We welcome diversity in the workplace and encourage applications from all qualified individuals including members of visible minorities, aboriginal persons, and persons with disabilities. We comply with the AODA (Accessibility for Ontarians with Disabilities Act) and will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities. Applicants need to make their accommodation needs known when contacted.

We thank all applicants for their interest, however, only those under consideration will be contacted.