



CATHOLIC CENTRE FOR IMMIGRANTS CENTRE CATHOLIQUE POUR IMMIGRANTS

219 ARGYLE AVE., SUITE 500, OTTAWA, ONTARIO, K2P 2H4 TEL: (613) 232-9634 WWW.CCIOTTAWA.CA

Catholic Centre for Immigrants Centre catholique pour immigrants

Accounts Payable and Payroll Clerk (Part Time)

The Catholic Centre for Immigrants (CCI) promotes and facilitates the reception of newcomers to Canada; Sensitizes the community to address newcomer's needs and invites it to respond; assists newcomers in realizing their full potential in Canadian society.

Under the direction of the Finance Manager, the Accounts Payable & Payroll Clerk is responsible for processing accounts payable and payroll in a timely manner; as well as carrying out some administrative duties related to Finance. The Accounts Payable & Payroll Clerk must be a self-starter with initiative who enjoys working in a fast-paced environment. The ideal candidate will understand and support CCI's mission.

Main Responsibilities:

Process accounts payable in a timely manner using automated accounting system to meet vendor's deadline

- Ensured all requisitions are accurately authorized and cross-referenced to supporting documentation
- Verify invoice calculation, assign account and department coding, GST calculation
- Maintain hard copy records of supporting A/P documentation
- Review all invoices for appropriate documentation and approval prior to payment
- Process bi-weekly check runs
- Obtain authorized signatures on cheques and arranges for distribution and mailing
- Maintain and update vendor data
- Disburses petty cash by recording entry and verifying documentation
- Vendor statement verification
- Created and maintained file system to easily access vendor documents
- Input and verify Payroll information
- Carry out other duties as requested by finance manager

Key Qualifications:

- Experience with accounts payable and petty cash
- Solid understanding in accounting principals
- Strong attention to details
- Ability to perform duties independently or with minimal supervision.
- Ability to work effectively as a team member, with excellent interpersonal, conflict resolution skills, and cross-cultural competence
- Excellent organizational skills and the ability to set priorities and meet deadlines
- Fluency in oral and written English is required. Fluency in French is a strong asset.
- Proficiency with computer applications including but not limited to Windows and Microsoft Office Suite and accounting software.

Education

University or College Degree in a related field

Or

An equivalent combination of education and experience

Experience: Must have direct experience dealing with Ceridian Payroll and Accounts Payable

Job Type: Part Time, Contract

Salary: \$17/Hour, 35 hours Biweekly

Note: Security clearance will be requested for this position. Candidate must be able to pass a criminal record check.

Deadline date for responding: **Wednesday May 15, 2019 at 6:00 p.m.** Resumes should be submitted to greg@cciottawa.ca

Contact:

Greg Beck, Executive Assistant
greg@cciottawa.ca

All enquiries by email only.