



**CCI
OTTAWA**

Accounts Payable Clerk

Internal/External posting

About Us

The Catholic Centre for Immigrants has been serving all refugees and immigrants for 65 years. We provide programs and services to approximately 4,500 newcomers every year. The mission is to help all newcomers realize their full potential in Canada and to build a more welcoming community. We help newcomers with housing, transportation, education, health, language, making connections in their new community and more. We provide services in person and online. Please visit cciottawa.ca for a full overview of our work.

Job Summary

Under the direction of the Finance Manager, the Accounts Payable Clerk is responsible for processing accounts payable in a timely manner, as well as carrying out some administrative duties related to Finance.

This position reports to: Finance Manager

Employment Status: Part-time (21 hours/week), indeterminate

Hourly rate: \$18.84

Deadline Date to Apply: January 31, 2020

Open to: Internal/External candidates

Location: 219 Argyle Avenue

Responsibilities

- Process accounts payable in a timely manner using Adagio Accounting system
- Assign account and department coding and HST calculations for accounts payable
- Verify data accuracy related to accounts payable, including calculations, authorizations, and cross-referencing documentation
- Maintain and update vendor data
- Process regular cheque runs
- Maintain accurate and up to date records of all processed payments
- Prepare bank deposits on a regular basis
- Ensure the timely processing of journal entries into the accounting system
- Prepare payments to third party for RRSP contributions
- Maintain hard copy and electronic records related to accounts payable and payroll, as required
- Provide periodic, back up support for payroll using Ceridian Powerpay
- Back up payroll support includes verifying payroll information; processing and reconciling employee benefits and payroll deductions; preparing T4s, ROEs and various reports; implementing salary and departmental changes to ensure accurate expense allocations
- Other related duties as required

Qualifications (Education/Experience)

- Post-secondary education in a related field, or an equivalent combination of education and experience
- At least 2 years of experience handling accounts payable and petty cash is **required**
- Experience with payroll and/or Ceridian Powerpay is an asset
- Exceptional attention to detail and high degree of dependability
- Advanced computer skills, particularly in Excel and Microsoft Office Suite
- Ability to perform duties independently and with minimal supervision
- Ability to work effectively as a team member, with excellent interpersonal and conflict resolution skills, as well as 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 other languages is an asset

Note: The successful candidate will be required to submit a satisfactory police record check.

All internal applicants must inform their supervisor of their intention to apply for the position.

Cover letter and resume must be submitted no later than **January 31, 2020** to jobs@cciottawa.ca. Applications are only accepted electronically. Only candidates selected for an interview will be contacted.

The Catholic Centre for Immigrants is committed to being an equal opportunity employer. Please advise in advance if you require any accommodation during the application or selection process.

CCI is committed to employment equity and encourages candidates to self-identify as visible minorities; people from culturally diverse backgrounds; people of all gender identities and sexual orientations; Indigenous peoples; and person with disabilities.