

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, Indeterminate Contract

Salary: \$17/Hour, 35 hours Biweekly

Note:

1. Security clearance will be requested for this position. Candidate must be able to pass a criminal record check.
2. Candidates invited to an interview must be available on **Tuesday June 25, 2019**
3. The candidate offered the position must be available to begin work on **Monday July 15, 2019**

Deadline date for responding: **Friday June 14, 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. Only candidates selected for an interview will be contacted.

The Catholic Centre for Immigrants (CCI) is committed to building a diverse workplace. We encourage candidates to self-identify as Indigenous peoples, members of visible minorities, persons with disabilities, or women.

Accommodations are available on request for candidates taking part in all aspects of the selection process.