

## **JOB POSTING**

<b>POSITION:</b>	ACCOUNTS PAYABLE AND ACCOUNTS RECEIVABLE ADMINISTRATOR
<b>REPORTING TO:</b>	MANAGER, ACCOUNTING AND FINANCE REPORTING
<b>JOB TYPE:</b>	FULL-TIME, PERMANENT (35 HRS/WK)
<b>POSTED DATE:</b>	NOVEMBER 05, 2021
<b>APPLICATION DEADLINE:</b>	UNTIL FILLED
<b>EXPECTED START DATE:</b>	ASAP
<b>LOCATION:</b>	TORONTO

### **ABOUT CHILD DEVELOPMENT INSTITUTE**

Child Development Institute (CDI) is a leading children's mental health agency in the City of Toronto offering a range of services to approximately 3,500 children ages 0-12, youth ages 13-18 and their families each year. Our mission is to promote and support the healthy development of children and to strengthen the families and communities in which they live. We provide four streams of service to families in need: early intervention, family violence, healthy child development and specialized mental health services for children and youth with learning disabilities.

### **POSITION SUMMARY**

The Accounts Payable and Accounts Receivable Administrator will provide financial and administrative support to all programs across CDI. This position will perform the day-to-day processing of accounts payable and receivable transactions to ensure that the agency finances are maintained in an effective, up-to-date and accurate manner.

### **DUTIES & RESPONSIBILITIES**

#### **ACCOUNTS PAYABLE**

- Be the point of contact for Concur related requests
- Maintain active users and approvers on Concur
- Ensure accuracy of expense claims and process payments on Concur
- Maintain vendor master accounts in both accounting system and Concur including setting up new vendor accounts and updating vendor records
- Ensure AP invoices captured accurately in Concur; verify first level approval and ensure naming conventions are consistent with policy
- Manage electronic approval process for second level approvals
- Process bi-weekly cheque runs, matching cheques to documents and mailing cheques to suppliers.
- Reconcile vendor statements and provide other assistance to internal and external stakeholders with vendor issues and requests
- File AP invoices, and related accounting documentation
- Perform bank deposit duties
- Prepare reports and payments to government authorities in a timely and accurate manner
- Maintain files and documentation thoroughly and accurately in accordance with company's policies and accepted accounting practices.
- Input transactions related to utility payments processed via bill payments on RBC Express.
- Maintain Accounts Payable email inbox

#### **ACCOUNTS RECEIVABLE**

- Post customer payments by recording cash, cheque, online, credit card, and pre-authorized transactions and update customer invoices to record receipts
- Review all credit balances, refunds, and adjustments, and apply adjustments to billing records

- Serve as a customer contact for billings inquiries and payments
- Respond to customer inquiries and maintain good customer relations
- Work with Finance team to resolve clients' billing issues and concerns
- Review financial reports detailing accounts receivable status
- Facilitate payments for outstanding invoices by sending reminders and contacting clients
- Investigate and resolve billing discrepancies or misapplied cash transactions
- Maintain Accounts Receivables email inbox

#### **MINIMUM QUALIFICATIONS AND SKILLS**

- A College Diploma, preferably in Accounting, Business or Finance, or equivalent.
- 3 + years of progressive experience in accounting with 2 years in AR and AP functions
- Proficient with MS Office Suite (advanced MS Excel).
- Strong verbal and written communication and influencing skills.
- Demonstrated ability to multitask, probe, analyze and problem solve issues.
- Strong analytical abilities, organization, problem solving and decision-making skills
- Dedicated and flexible team player able to interact with colleagues at all levels of the organization.
- Ability to work in a respectful manner with groups from diverse backgrounds and experiences.

#### **WORKING CONDITIONS**

- Governed by concurrent and dynamic deadlines, despite conflicting priorities and frequent interruptions.
- The noise level in the work environment is usually moderate.
- Fast-paced work environment.
- Flexible work schedule to accommodate job responsibilities, including requirement to work some overtime.

**COMPENSATION:** Salary is subject to skills, abilities and qualifications.

#### **APPLICATION INSTRUCTIONS:**

Please submit your chronological resume via e-mail to:  
 Child Development Institute  
 Human Resources  
 E-mail: [careers@childdevelop.ca](mailto:careers@childdevelop.ca) or [jyue@childdevelop.ca](mailto:jyue@childdevelop.ca)

Thank you in advance for your interest. However, due to the volume of resumes received, only those candidates selected for interviews will be contacted.

#### **DIVERSITY AND INCLUSION:**

Child Development Institute is an Equal Opportunity Employer. We value inclusivity & diversity in the workplace. We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples;
- members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;
- persons with visible and/or invisible (physical and/or mental) disabilities; and
- persons of marginalized sexual orientations, gender identities, and gender expressions.

We recognize that many of these identities intersect and that therefore, diversity and inclusion can be complex. We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our community.

#### **ACCOMMODATION:**

Child Development Institute is committed to creating an accessible and inclusive organization. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Ontario Human Rights Code (OHRC). Child Development Institute will provide accommodations throughout the

recruitment & selection process to applicants with disabilities. During any stage of the recruitment process, please notify Human Resources of the nature of any accommodation(s) you may require. Any information received relating to accommodation measures will be addressed confidentially.

All applicants are advised that offers of employment are contingent upon the successful completion of a Vulnerable Sector Check.

***Note: All CDI employees are required to be fully vaccinated as a condition of hire in accordance with CDI Mandatory Vaccination Policy.***