Employment Opportunity

Finance-Generalist

Administration
Full Time, Permanent, 40 hours per week
Flexible work hours may include some evenings and weekends

North York Seniors Centre promotes healthy aging
by providing programs and services within our diverse community.

This position reports to Executive Director

Responsibilities:

Qualifications/ Skills:

- Prepare and post all necessary journal entries in accordance with Public Sector Accounting Standards
- Coordinate and process month-end and year-end activities
- Complete monthly balance sheet account reconciliation and funding reconciliation
- Work with external auditors and prepare audit working papers, such as lead sheets, etc.
- Contribute to improving efficiencies and performance as well as providing quality financial information
- Accounts receivable, accounts payable and payroll
- Liaison with the insurance company for claims and coverage renewals
- Monitor the financial status of general funds and investments
- Ensure accounting policies used are in compliance with internal policies, MIS Guideline/OHRS guidelines, Public
- Sector Accounting Standards and Canadian GAAP
- Submission of mandatory payment WSIB, HST rebate, CRA remittance, etc
- Supervise 1 direct report

Education and experience:

- Degree in business or relevant program of study, with professional accounting designation (CPA, CA, CMA, CGA)
- Self-directed, action-oriented, and highly motivated, an adept team player and team leader
- Minimum 3 to 5 years of financial/clinical analysis experience including accounting, reporting, budgeting, variance
- analysis and business case development (healthcare preferred)
- Well-developed analytical, problem-solving, and organization skills to meet conflicting
- priorities/deadline
- Advanced proficiency MS Office products, especially MS Excel and Great Plains
- Sound organizational and planning skills with the ability to multi-task and meet conflicting deadlines are essential
- Demonstrated commitment to personal growth and development
- Demonstrated good attendance and performance records with the ability to maintain these same standards
- Current First Aid and CPR certification, an asset

Posted until: April 19, 2024. Please submit resume to:

Mail	**North York Seniors Centre**
	Attn: Human Resources Department
	21 Hendon Avenue, Toronto, ON M2M 4G8
Fax:	416 733.1858
E Mail:	hiring@nyseniors.org

North York Seniors Centre is an equal opportunity employer who strives to develop an inclusive workforce that reflects our community. We encourage applications from women and men, people from racialized communities, visible minorities, persons with disabilities, aboriginal persons and people who identify themselves as LGBTQ+.
North York Seniors Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). Applicants need to make their request for accommodation known when contacted.
Thank you to all who express interest in this position. Only those candidates selected for an interview will be contacted.

Posting Date: April 05, 2024