



Employment Opportunity

Mission Statement: Senior Persons Living Connected (SPLC) supports healthy aging by providing client-centered housing, programs and services that meet the needs of diverse older adults.

Position: Payroll and Accounting Administrator

Hours of Work: Full time

Reports to: Director of Finance

Date Posted: December 22, 2017

Deadline: January 3, 2018

Respond to: Human Resources Department, Email: hrd@splc.ca / Fax: (416)-493-3391

Position Summary

Responsible for supporting the Finance Department of SPLC in all areas including payroll, general ledger, accounts receivable, accounts payable.

Responsibilities

1. Manages payroll functions

- Prepares and processes bi-weekly payroll for hourly & salaried employees in a timely & accurate manner
- Ensures all proper deductions and contributions are processed accurately
- Responds to employee and government payroll inquiries
- Prepares customize reports as needed such as ROEs and T4s
- Ensures compliance to all policies, procedures and regulations
- Maintains confidential personnel files, including timely filing of all documents pertaining to required changes
- Liaises with the Human Resources Department and Government agencies to address and resolve issues relating to payroll function

2. Processes accounts payable & receivable entries for non-account transactions

- Maintains and assists accounts payable and receivable modules in accounting databases
- Processes invoices and payments and assists with client enquires as required
- Collects client payments as required, ensures the security of payments
- Maintains donation database and issues tax receipts
- Prepares Bank Reconciliation and maintains Petty Cash



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- Processes Journal entries and assists in year-end reconciliation
- Provides detailed financial analysis and ad-hoc reports as required
- Provides back up to other staff in areas as needed

Education:

- Completion of Post-Secondary Degree/Diploma in Business, Finance or Accounting
- Membership with Canadian Payroll Association (CPA) an asset

Experience & Skills:

- Three to four (3- 4) years full cycle payroll and accounting experience
- Good understanding of accounting principles and payroll legislations
- Strong proficiency in Microsoft Word and Excel
- Experience using payroll and accounting systems such as ACCPAC, Great Plains, Quadrant HR, or QuickBooks software required
- Strong organization skills and highly detail-oriented, with a focus on quality and accuracy
- Good problem-solving skills, with the ability to take initiative
- Experience working in diverse communities, with the ability to be culturally sensitive
- Ability to work independently on tight deadlines, in a fast paced environment
- Must be flexible with hours and have the ability to work occasional additional hours when required to meet strict deadlines
- Must be team oriented, with a willingness to learn
- Ability to speak a second language an asset

Other

- Background Check required

Senior Persons Living Connected (SPLC) is a diverse work environment. We encourage applications from all persons, including persons with disabilities. Accommodation will be provided, if needed, in accordance with the Ontario Human Rights Code and Accessibility for Ontarians Disability Act.

*Please submit your application quoting the position you are applying to by **Wednesday, January 3, 2018** by mail, fax or email:*

Mail: Human Resources Department
3333 Finch Avenue East
Scarborough, ON
M1W 2R9



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Fax: 416-493-3391

Email: hrd@splc.ca

While we thank all applicants for their interest, only those applicants selected for interview will be contacted.