



SUPPORTS FOR COMMUNITY LIVING
SUPPORTS POUR L'INTÉGRATION
COMMUNAUTAIRE

Vision statement: *Every person we support will have a full and meaningful life, which means having a home, relationships of all kinds, and a variety of socially valued roles.*

Mission statement: *Rygiel Supports for Community Living serves people who have a developmental disability and multiple handicaps. The services are determined by a person's individual needs and are designed to enable each person to be a fulfilled participatory member of the community.*

Accounting Coordinator

RYGIEL Supports for Community Living is currently recruiting a Permanent, Full-Time (40 hours per week) Accounting Coordinator. Reporting to the Manager of Finance, the successful candidate will work in a way that continually strengthens the health of the organization and contribute to the vision through effective deployment of accounting services.

The Accounting Coordinator will provide accounting services including accounts payable, accounts receivable, general ledger accounting and support to the Manager of Finance for Rygiel Supports for Community Living and Rygiel Homes Housing Corporation. The successful candidate will be responsible for complex transactions to ensure integrity and reliability of general ledger balances and other accounting and financial reporting information.

RESPONSIBILITIES:

Accounts Payable

Prepares purchase orders from approved purchase order requisitions, obtains approval on invoice, matches purchase orders to invoices, verifies invoice amounts for accuracy, posts invoices, prepares cheques for signature, mails cheques, file invoices.

Accounts Receivable

Prepares invoices, receives and posts payments, makes regular bank deposits; creates electronic PAP bank files and processes monthly.

Payroll

Payroll functions including reconciliation, bi-weekly payroll processing, source deductions and other payroll remittances.

General Ledger

Posts general journal entries and reconciles general ledger accounts on a monthly basis.

Resident Finances

Reconciles resident ODSP payment receipts on a monthly basis; pays out resident personal needs amounts; audits all resident's personal bank accounts on an annual basis.

Benefits

Administrator of employee group insurance and pension benefits.

Miscellaneous

Miscellaneous and adhoc reports as requested, assists other departments as required and other duties as assigned by Controller.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, experience, knowledge, skill and ability required.

- Proven working experience as Accounting Coordinator or Accounts Payable Clerk (or Accounts Receivable Clerk)
- Solid understanding of basic bookkeeping and accounting principles
- Proven ability to calculate, post and manage accounting figures and financial records
- Hands-on experience with Excel and Quickbooks
- High degree of accuracy and attention to detail

Education and/or Experience

Post-secondary education in accounting, finance, or business administration; a minimum of 2 years related experience preferably in the not for profit sector; enrolment in an accounting designation program would be a definite asset; knowledge of legislation related to taxation.

Language Skills

Ability to read, analyze and interpret financial and other reports; able to respond tactfully to inquiries; able to develop tools and forms, write letters and reports; able to effectively present information to senior management; excellent communication skills (both oral and written); French language skills considered an asset

Interpersonal Skills

Able to maintain constructive, open, honest, two-way communication with supervisor, colleagues, staff, individuals being served and families; ability to relate positively to persons being supported, support teams, management team, public and other professionals; ability to work with a team in planning, and problem solving and using good judgment

Judgment and Independence

Will need to use judgment to make decisions based on organizational values, policy and organizational objectives/priorities; will need to know when to seek input from staff and senior team; able to effectively manage confidential information, organize and complete tasks in a team context as well as independently.

Reasoning Ability

Able to define problems and solve creatively, collect and analyze data, establish facts and draw valid conclusions; able to interpret statistical data and recommend next steps.

Other Qualities

Ability to recognize and respond to unique needs of people (how different processes affect different people) and how all systems interact, appreciation of and ability to deal with issues of diversity, culture and disability; highly accountable, team player; strategy and results focused, demonstrated commitment to the values and vision of the agency, proficiency in accounting package software, and MS Office; familiarity with issues facing people with disabilities; ability to uphold confidentiality; Ability to adapt to a busy environment with a sense of overall calm; ability to prioritize assignments and complete them in a timely manner; flexibility to provide support to payroll which may include holidays or weekends.

PHYSICAL DEMANDS

Involves regular hours with some flexibility, various physical actions of mobility are required, i.e. minimal lifting, standing, walking, reaching and bending. Moderate to maximum eye motion, wrist and digit motions and various other actions described in the formal physical demands analysis package available upon request.

APPLICATION

Qualified individuals are invited to submit their resume via fax or email, along with a cover letter including salary expectations before December 28, 2018 to:

RYGIEL Supports for Community Living
Attention: Human Resources
220 Cranbrook Drive, Hamilton, ON L9C 5V7
E-Mail: humanresources@rygiel.ca
Fax: 905-525-5933

RYGIEL Supports for Community Living is an equal opportunity employer. We thank all applicants; however, only those selected for interviews will be contacted. No telephone calls please.

RYGIEL Supports for Community Living is an Equal Opportunity Employer and will also provide reasonable accommodations, accessible formats and communication supports upon request to persons with disabilities who take part in all aspects of the recruitment and selection process.