

## **Accounting Clerk**

**Full-Time (35 hours/week)**

George Jeffrey Children's Centre is a paediatric health facility providing occupational therapy, physiotherapy, speech-language pathology, and social work and recreation services to children and youth with physical, communication and developmental needs.

The Centre is currently looking for a versatile person to fill the role of Accounting Clerk. Working with our finance and administrative teams, primary responsibilities will include:

- Assist with accounts receivable and accounts payable processes
- Complete bank deposits and deposit records
- Maintain accounting records/filing
- Assist with purchasing, receipt and verification of orders
- Provide support for payroll processes and payroll orientation
- Assist the Finance Manager and Finance Committee, as required

**To be considered for this position, candidates should meet the following criteria:**

- Must have minimum two-years of experience with accounts receivable, accounts payable, and payroll functions
- Minimum two-year college diploma in Business – Accounting
- Enrollment in the CPA Canada ACAF program is considered an asset
- Must have excellent organizational skills
- Good communication and customer service skills
- Demonstrated high level of accuracy and attention to detail
- Experience working with ADP Workforce Now is an asset
- Experience working in a not-for-profit organization is preferred

This is a regular, full-time position, with eligibility to participate in the Healthcare of Ontario Pension Plan (HOOPP). We encourage applications from qualified candidates, who share our vision of empowered and inspired children, youth and families.

Candidates are invited to submit a resume and covering letter by fax or email to the address below. Deadline for application is **January 27, 2021**.



Human Resources, George Jeffrey Children's Centre  
200 Brock Street East,  
Thunder Bay, ON P7E 0A2  
Fax: (807) 623-7161  
Email: [hr@georgejeffrey.com](mailto:hr@georgejeffrey.com)

*George Jeffrey Children's Centre follows the principles of dignity, independence, integration and equal opportunity. If you have accessibility or other requirements that need to be considered during the recruitment process, please let us know.*

*No phone calls please. Only those candidates who are selected for an interview will be contacted.*