

The Hospice of Windsor and Essex County requires an Accounts Payable Administrator.

Job posting details are provided below:

Position/Title:	Accounts Payable Administrator
Status:	Full-Time, 5 days per week, 70 hours bi-weekly
Reports To:	Manager of Finance
Level:	Staff

Job Summary:

The accounts payable administrator ensures that accounts payable data is collected and processed in a confidential and timely manner. The accounts payable administrator is also responsible for posting and managing of cash receipts. The incumbent is also responsible for reconciling all bank accounts on a timely basis.

Duties and Responsibilities:

- Attach all support to the deposits. (e.g. Receipting batches, funding letters, first data etc.)
- Enter all deposit transactions into the system.
- Attain proper authorization for payment of invoices.
- Attach packing slips and purchase orders to Invoices on a daily basis
- Code and enter all payable Invoices into the system-
- Set up all invoices to be paid in a timely matter and issue all disbursements, according to signing authority procedures.
- Reconcile bank accounts on a monthly basis.
- Backup for the tax receipting as required
- Backup for payroll as required.
- Support audit at year end
- Other responsibilities as assigned.

Qualifications:

- Community college diploma/courses in Business & Accounting
- Strong accounting background
- Excellent organizational and office management skills.
- Good oral, written and communication skills
- Computer literate in accounting systems, Word, Excel, etc.
- Bilingual French/English an asset.
- Able to be bonded.
- Proficient in Microsoft Outlook, Word, Excel, PowerPoint, Sumac, Microsoft Dynamics Great Plains, ADP
- 1-2 years of accounts payable/receivable/cash management experience in a non-profit preferred.
- Payroll knowledge would be considered an asset.
- Bilingual French/English an asset.
- Demonstrated ability to work in a collaborative team environment

If you are interested in applying for this position, please submit your resume and cover letter by 9:00am on Friday August 5, 2022 to hr@thehospice.ca; please reference the job title in your subject line.

Please be advised that an offer of employment for the above posting is conditional upon you providing proof of being fully vaccinated against COVID-19. Fully vaccinated means that you have received two doses of a two-dose vaccine, or have received one dose of a one-dose vaccine, and at least fourteen days have elapsed since receiving the last dose. If you are partially vaccinated and are waiting to receive your second dose, we will require that you provide proof of receipt of your second dose once administered. If you are unable to be vaccinated due to medical reasons or on the basis of creed, we would ask that you kindly provide satisfactory evidence in support of an accommodation under the Human Rights Code. Such evidence may include a medical note from your physician (if your request for an exemption is on the basis of medical reasons), or a letter from your religious leader, religious organization or other suitable documentary evidence (if your request is based on creed).