



CANADIAN CENTRE FOR VICTIMS OF TORTURE

August 4, 2017

POSITION: Admin and Accounts Payable / Accounts Receivable

DEPARTMENT: Administration

BASIC FUNCTION: Reporting to the Executive Director, to provide Administrative Support, Accounts Payable and Accounts Receivable services to the Canadian Centre for Victims of Torture.

MAJOR RESPONSIBILITIES:

Under supervision, perform Accounts Payable function according to established procedures and standards by:

- Preparing payroll, petty cash requests in a timely manner.
- Checking and verifying suppliers' invoices
- Preparing cheque requisitions and enter expense\program codes
- Preparing invoices for approval and payment
- Delivering cheque to external signing officers when required
- Systematic filing of paid invoices and reports
- Responding to vendor and employee enquiries
- Auditing of employee expense reports
- Preparing journal entries relating to accounts payable
- Entering journal entries on monthly basis

Under supervision, performs the Accounts Receivable function according to established procedures and standards by:

- Preparing financial claims in accordance with established guidelines and contribution agreement.
- Monitoring each expense line item to prevent overclaiming or overspending
- Preparing deposit slips and perform bank deposit of funds received from all sources
- Following up with donors and account managers via written and verbal communication regarding credit card payments, declined credit card transactions, expired credit cards
- Maintaining and updating donation system with relevant donor information regarding change in credit card details, returned credit card cheque payments
- Updating donation system with donation changes i.e. record increases/decreases/deletions to monthly preauthorized payments
- Provide assistance in other special projects that impact A/R processes and efficiencies



Main 194 Jarvis St, 2nd Fl. Toronto, ON, Canada M5B 2B7 **T:** 416.363.1066 **F:** 416.363.2122 **E:** mabai@ccvt.org **Toll Free:** 1.877.292.2288

Scarborough 2401 Eglinton Ave. E. Unit 310, Scarborough, ON, Canada M1K 2N8 **T:** 416.750.3045 **F:** 416.750.4990 **www.ccvt.org**

The Hub 1527 Victoria Park Avenue 2nd Fl. Toronto, ON, Canada M1L 2T3 **T:** 416.750.9600 **F:** 647.847.2339

Accredited to the International Rehabilitation Council for Torture Victims



Citizenship and
Immigration Canada

Citoyenneté et
Immigration Canada

Charity no:
133327908 RR0001



CANADIAN CENTRE FOR VICTIMS OF TORTURE

Under supervision, performs Administrative function by:

- Assisting in other areas of the department as required, including switchboard relief
- Locking up filing cabinets.
- Providing assistance where necessary during vacation periods of other Admin. staff
- Maintaining confidentiality in all activities at CCVT and ensures compliance with privacy legislation

QUALIFICATIONS:

- Proven experience in finance and accounting, with an emphasis on accounts payable and accounts receivable or collections experience with extensive data entry and related accounting experience
- Proven verbal and written communications skills
- Knowledge of and ability to work with Quick Book, **Income Manager, OSCAR and OCMS**
- Knowledge of Microsoft Office applications especially Outlook, Word and Excel.
- Mathematical ability, accuracy and attention to detail
- Demonstrated customer service, effective communication and interpersonal skills
- Ability to establish priorities and to exercise good judgment
- Flexible and able to work under pressure, including evenings and weekend when required

Perform other administration and finance related activities as needed.
CCVT is an equal opportunity employer. No telephone calls please.

PLEASE.

SALARY RANGE: \$21 per hour with generous benefits
POSTING DATE: August 4th, 2017
CLOSING DATE: August 18, 2017

If you are interested, please send your resume with a covering letter to:

Mr. Mulugeta Abai, Executive Director, CCVT
194 Jarvis St., 2nd Floor
Toronto, Ontario. M5B 2B7
Fax: 416 363 2122
Email: mabai@ccvt.org.



Main 194 Jarvis St, 2nd Fl. Toronto, ON, Canada M5B 2B7 **T:** 416.363.1066 **F:** 416.363.2122 **E:** mabai@ccvt.org **Toll Free:** 1.877.292.2288
Scarborough 2401 Eglinton Ave. E. Unit 310, Scarborough, ON, Canada M1K 2N8 **T:** 416.750.3045 **F:** 416.750.4990 www.ccvt.org
The Hub 1527 Victoria Park Avenue 2nd Fl. Toronto, ON, Canada M1L 2T3 **T:** 416.750.9600 **F:** 647.847.2339

Accredited to the International Rehabilitation Council for Torture Victims



Citizenship and
Immigration Canada

Citoyenneté et
Immigration Canada

Charity no:
133327908 RR001