



CANADIAN CENTRE FOR VICTIMS OF TORTURE

November 2nd, 2017

POSITION: Intake Assistant and Accounts Payable / Accounts Receivable

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 cheque requisitions, invoices and enter expense\program codes
- Delivering cheque to external signing officers when required
- Preparing journal entries relating to accounts payable
- Preparing financial claims in accordance with established guidelines and contribution agreement.
- 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
- Maintaining confidentiality in all activities at CCVT and ensures compliance with privacy legislation

QUALIFICATIONS:

- Proven experience in bookkeeping with an emphasis on accounts payable and accounts receivable with extensive data entry and related bookkeeping experience.
- Proven verbal and written communications skills
- Knowledge of and ability to work with Quick Book,
- 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

CCVT is an equal opportunity employer. No telephone calls please.

SALARY RANGE: Based on Experience

POSTING DATE: November 2nd, 2017 **CLOSING DATE:** November 17, 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.



**United Way
of Greater Toronto**
Without you, there would be no way.

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



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