



December 14, 2017

POSITION: Financial Coordinator and Administrator

DEPARTMENT: Administration

BASIC FUNCTION: Reporting to the Executive Director, to provide 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:

- Prepare payroll time sheets, employee enrollment/change information
- Prepare petty cash requests in a timely manner.
- Verify benefits plan statements and process enrollment/terminations
- Check and Verify suppliers' invoices
- Prepare cheque requisitions and enter expense\program codes for approval and payment
- Filing paid invoices and reports
- Responding to vendor and employee enquiries
- Verify employee expense reports
- Preparing and performing bank deposits and coding of income categories
- Delivering cheques to external signing officers when required
- Assisting in other areas of the department as required, including switchboard relief
- Locking up filing cabinets.
- Maintains confidentiality in all activities at CCVT and ensures compliance with privacy legislation

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

- Allocate payroll and other expenses in accordance with established guidelines and contribution agreement.
- Monitor each expense line item to prevent over claiming or overspending
- Deposit 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
- Maintain and update donation system with relevant donor information regarding change in credit card details, returned credit card cheque payments
- Update 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
- Provide assistance where necessary during vacation periods of other Admin. staff

TRIUMPH OVER TORTURE

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 www.ccvt.org

Scarborough 2401 Eglinton Ave. E., 3rd Fl., Unit 310, Scarborough, ON, Canada M1K 2N8 **T:** 416.750.3045 **F:** 416.750.4990

The Hub 1527 Victoria Park Avenue 2nd Fl. Toronto, ON, Canada M1L 2T3 **T:** 416.750.9600 **F:** 416.750.9200

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Human Resource Management

- Assists the Executive Director in maintaining staff vacation, sick days and benefits.
- Applies the human resources policies, procedures and practices of the organization.
- Ensures that personnel files for program staff are properly maintained and kept confidential.
- Assists the Executive Director with the ongoing review, refinement and implementation of the performance management process for all program staff including termination.
- Attends regular management meetings as required.
- Assists the Executive Director in the design and implementation of agency wide staff meetings/professional development trainings as required.

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 and experience working with Razor Edge, Microsoft Word and Excel skills and Word Press based web design and posting
- Mathematical ability, accuracy and attention to detail
- Demonstrated customer service skills and effective communication and interpersonal skills
- Ability to establish priorities and to exercise good judgment
- Flexible and able to work under pressure, including overtime when required
- Ability to maintain confidentiality

Perform other finance related activities as needed. CCVT is an equal opportunity employer.

PLEASE.

SALARY RANGE: TBD based on experience with generous benefits
POSTING DATE: December 14, 2017
CLOSING DATE: January 12, 2018

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.

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