

Accounting Specialist (Accounts Payable)

OUR MISSION: Providing excellence in support, housing, education and community, we work together to restore hope and a future to those overcoming the challenges before them.

The Cridge Centre for the Family strives to be an exceptional employer by providing our staff with support, flexibility, and a workplace that makes a positive difference in our community. Our benefit package is outstanding, and the work environment is positive and supportive. We commit to thorough on-boarding, which includes substantial orientation, complete training, and support as you integrate into our team.

This position provides high-quality financial and administrative support to internal and external stakeholders. Key responsibilities include managing day-to-day administration of accounts payable and supporting financial systems through user training and guidance. This position assists with accounting tasks such as accounts receivable, reconciliations, general ledger, banking, and reporting while ensuring accuracy and efficiency. The role requires strong technical skills and a proactive approach.

Title: Accounting Specialist (Accounts Payable)

Department: Finance & Admin

Wage: \$30.25 per hour

Status: Part-time Excluded

Work Hours: 25-30 hours/week

Closing Date: Until Filled

Start Date: To be negotiated

Location: 1307 Hillside Avenue

Experience:

Three years of hands-on experience in payroll and accounting, with proficiency in SAGE, Microsoft Teams, SharePoint and paperless accounting software solutions.

Skills and Abilities:

A suitable candidate has the:

- Demonstrated ability to quickly learn and operate new software at an advanced level.
- Ability to be proactive in learning new software, managing systems, and training others to ensure effective adoption and understanding.
- Proven capacity to work effectively within the framework of The Cridge Centre for the Family's constitution and bylaws.

- Proficient in Microsoft Word, Excel, and Accpac, with a high level of computer literacy.
- Ability to manage accounts payable, including data entry, preparation, and distribution of cheques, EFTs, and bill payments.
- Ability to oversee the corporate credit card program, including credit card distribution for new cardholders, closing down accounts, and training users on reconciliation procedures.
- Ability to complete reporting requirements for funders as required, including program reports, GST returns, charity returns.
- Demonstrated ability to handle all user inquiries for accounts payable related systems and providing training for all new users and as needs arise.
- Capacity to utilize and monitor the online banking system, staying informed of new tools and features to enhance financial operations.

Qualifications

- 3 Years training in an approved accounting course or diploma program.

Valued Assets:

- Accounting Certificate/Finance Diploma
- First Aid & CPR Certificate
- Criminal Record Check

Equal Opportunity Employer Statement:

The Cridge Centre for the Family is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard for race, color, religion, gender, or national origin.

How to Apply:

Please submit your cover letter and resume to the Director of Finance at aolson@cridge.org, referencing "**RE: Accounting Specialist Application**" in the subject line.