

## Job Posting

<b>Job Title:</b>	Bookkeeper and Payroll Administrator
<b>Contract type:</b>	Full time, 35 hours per week
<b>Reports to:</b>	Finance Manager
<b>Tentative Start Date:</b>	As soon as possible
<b>Posting Date:</b>	June 25, 2024
<b>Reference Number:</b>	CLNU-2024-16
<b>Deadline to apply:</b>	Open till filled

CultureLink Settlement and Community Services (CultureLink) is a Not for Profit Charity settlement and community organization with 35 years of experience in developing and delivering services to meet the needs of diverse communities. Passionate about providing innovative services, we adapt to changes and create new programs that best respond to and address our clients' specific needs.

CultureLink has a team of over 70 staff members, speaking more than 30 languages, and is funded by various levels of Government, United Way Greater Toronto, various foundations, Corporates and charitable giving.

### Job Summary

CultureLink is currently seeking a Bookkeeper and Payroll Administrator who will be part of the Finance and Administration team, reporting to the Finance Manager or similar or higher level official. The position requires a critical deadline-based performance and absolute adherence to maintain discretion and confidentiality. The selected candidate will exhibit expertise in handling the payroll and full cycle accounting functions independently with a good command on verbal and written communication and demonstrated knowledge of related laws and accounting standards.

In-person work at one or more sites will be required, depending on public health conditions.

CultureLink offers very competitive compensation package which includes attractive salary, contributory RRSP and comprehensive health benefits.

### Duties:

- Administer and process Payroll using Ceridian Payroll Software system and/or other payroll system
- Ensure HR costs are accurately allocated according to funding agreements and organizational budgets
- Prepare cost allocation of HR expenses and post related transactions in the accounting software accurately
- Process accounts payable; Verify budgetary head, ensure compliance with funders' norms and adherence to financial policy; Complete cost allocation, post transactions and do periodic payment processing
- Monitor and process recurring obligations in a timely manner
- Create invoices, claims and maintain follow-up; monitor and follow-up accounts receivables

- Ensure timely banking of cheques/ cash, maintain proper transaction log and documentation
- Complete various accounting transactions posting in a timely and accurate manner; do full cycle bookkeeping function on the accounting software including monthly/periodic book closure, bank reconciliation, review of balance sheet items
- Assist in analyzing financial data and preparing reports to support decision making processes
- Meet statutory compliance and reporting requirements for funders, Finance Committee and senior management
- Assist supervisor in developing annual budget for CultureLink, funding contracts, compliance reporting as also smooth conduct of financial/ funder audit
- Keep track and reconcile the payments to vendors, prepare T4As for the year-end
- Keep financial documents and records well-organized and up-to-date, ensuring easy access and compliance with record-keeping requirements
- Other finance and accounting duties as the organization continues to grow

#### Required Work Capacities:

- Physical demands: sitting at a desk for computer work (80% of the workday) and meetings; lifting (files, laptop, and program supplies up to 5 kg); working in an open office
- Non-physical demands: some evening work/weekend availability, meeting regular deadlines; variety of tasks
- Social/emotional demands: teamwork; relationship-building; exposure to emotional situations;
- Cognitive/mental demands: attention to detail; multitasking; organizational ability/time management, adaptability, sound judgement, effective written communication

#### Qualifications:

- Minimum College diploma in Accounting, or related fields, with at least 3 years of relevant payroll administration and full cycle bookkeeping/accounting experience in a medium-sized organization preferable in Not-for profit sector
- Intermediate to advanced skills in MS Office applications including Excel
- High level of proficiency in QuickBooks accounting software
- Demonstrated experience applying Financial Accounting best practices
- Ability to work independently and collaborate effectively in a team environment
- Ability to establish priorities in a time-sensitive environment and meet deadlines with strong attention to detail.
- Demonstrated ability to maintain a high level of confidentiality, adherence to policies and procedure and attention to details
- Excellent verbal and written communication skills in English

- Strong time management skills and must be willing to work during evenings and/or weekends to meet specific deadlines
- Satisfactory Vulnerable Sector Screening within the past six months
- Legally entitled to work in Canada

### To Apply

Please submit your cover letter and resume to the Executive Assistant at [jobspd@culturelink.ca](mailto:jobspd@culturelink.ca), quoting the reference number (CLNU-2024-16).

CultureLink values diversity and inclusion, and strongly encourages applications from racialized people, people with disabilities, and people from gender and sexually diverse communities. Accommodations are available on request for candidates taking part in all aspects of the recruitment and selection process.

**We thank all candidates for their interest and advise that only those selected for an interview will be contacted. We will be reviewing applications as they are submitted.**