

# ACCOUNTS PAYABLE ADMINISTRATOR - 1 Year Contract

## **The Organization**

Spinal Cord Injury Ontario (SCIO) is an expert in the field of spinal cord injury. Founded in 1945, our mission is to assist persons with spinal cord injuries or other physical disabilities to achieve independence, self-reliance, and full community participation. SCI Ontario is a vibrant community-based organization that has dramatically increased its revenue and undergone significant growth in recent years to better serve our clients. SCI Ontario values and recognizes the contributions of its employees and prides itself on supporting a personal work-life balance and being a workplace of choice.

## **Job Summary**

As part of a dynamic finance team, we are looking for an Accounts Payable Administrator for a one year contract. The incumbent will be responsible for full cycle accounts payable processing including associated administrative tasks. This position reports to the Manager, Finance.

## **Responsibilities:**

- Process AP invoices, cheque requisitions and expense reports, including matching, coding and inputting of invoices on a daily basis
- Perform weekly cheque and Electronic Fund Transfer (EFT) runs, and wire transfers and preparing these for submissions to Directors
- Ensure invoices are paid in accordance with vendor terms and Spinal Cord Injury Ontario policies (proper approval and documentations)
- Contact staff via e-mail/phone to provide instructions on expense claim procedures
- Prepare monthly accruals and GL account analysis (per month-end check list) relating to AP
- Prepare monthly AP control account and vendor statement reconciliations
- Handle vendor and employee inquiries and follow-ups in a professional and timely manner
- Monitor aging of accounts payable and investigate overdue accounts
- Contact AP vendors to solve issues as necessary

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- Monitor discounts and attempt to maximize rates, terms, etc.
- Perform visa reconciliations and prepare related journal entries
- E-file and fill the AP supporting documents
- Maintain AP payment records for T4A and T2200 returns
- Ensure AP forms such as Expense Reports, Cheque Requisition Forms are updated
- Assist in developing and implementing system quality improvements and preparing written policies and procedures
- Provide assistance and support during annual audit
- Prepare journal entries, as needed
- Perform other related duties, as assigned

### **Qualifications:**

- Knowledge of generally accepted accounting practices (GAAP)
- Minimum post-secondary diploma in general accounting/related field or equivalent
- 3-5 years accounts payable experience
- Experience in Sage 300 (QuickBooks an asset)
- Demonstrated proficiency in Microsoft Suite (Word, Excel, Outlook, etc.)
- Excellent interpersonal and communication skills
- Proven ability to handle high volumes of work and strict deadlines with accurate attention to detail

This is an excellent opportunity for an individual who is efficient and resourceful, quick to learn, detail oriented, and very organized. If you would like to make a meaningful contribution to people with spinal cord injuries or other physical disabilities while working with an engaged team we look forward to receiving your application. We offer a competitive salary and a great working environment that takes into consideration a work – life balance.

SCI Ontario is an equal opportunity employer dedicated to achieving accessibility in employment for persons with disabilities. While preference will be given to persons with a spinal cord injury or other physical disabilities (in accordance with sub-sections 14(1) and 24(1) (a) of the Ontario Human Rights Code and any requirements of the Accessibility for Ontarians with Disabilities Act, 2005), we encourage all interested individuals to apply. We thank all applicants; however, only those under consideration will be contacted.

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Please forward your resume and corresponding cover letter in confidence by September 19, 2018 to: Human Resources SCI Ontario, 520 Sutherland Drive, Toronto, ON, M4G 3V9, Email: [hr@sciontario.org](mailto:hr@sciontario.org)