

# UKRAINIAN CANADIAN CARE CENTRE

60 Richview Rd. Etobicoke, Ontario M9A 5E4 Fax #: 416 243 7452

## EXTERNAL JOB OPENING

**Position:** Accounting & Payroll Assistant      **Position Number:** ADM-2021-01  
**Status:** Part-Time – Permanent  
**Date Posted:** October 8, 2021      **Deadline:** October 29, 2021

### **Job Summary:**

The Accounting and Payroll Assistant is responsible for the bookkeeping/accounting process for three companies; for providing support to the payroll and data base functions and for providing specific accounting and reporting support for the Corporation. In addition provides administrative support to the Human Resources function

### **Key Responsibilities:**

In collaboration with the Finance, Payroll and Accounting team, the Accounting and Payroll Assistant performs the following functions:

- Accounting for 3 separate organization using accounting software that includes Newviews , Microsoft Dynamics GP and QuickBooks. AP and AR process / Monthly deposits and cheque preparation / Month-end accruals/deferrals
- Monthly bank reconciliations GL and Trial Balance preparation
- Preparation of HST returns and other filings for the Corporation
- Providing back up support for processing payroll when required including:
  - Processing master file changes, timekeeping reporting and payroll submission
  - Processing and monitoring sick, vacation, other entitlements in compliance with policies and procedures
  - Ensuring all deductions and contributions resulting from processing the bi-weekly payroll are complete, correct, reported and submitted in a timely manner
  - Processing adjustments/changes as requested and ensuring proper documentation is provided
  - Filing all pertinent information related to payroll, employee files and any other filing required as part of the payroll process/cycle.
  - Follow up with Payroll Administrator, HR arising from the administration of payroll on a regular basis.
- Preparation of internal reports as needed/requested including
  - Preparing supporting documents for the auditors; assisting the auditors as needed.
  - Preparing reports for the Ministry and other external bodies.
  - Investment reconciliation.
- Regular filing for all accounting, HR, and payroll as required

### **Qualifications:**

- Community college level of accounting including payroll processing and source deductions course, or equivalent combination of education and experience.
- Minimum of 2 years of experience in bookkeeping/accounting and data base administration
- Computer literacy is required, including MS-Excel, MS-Word and MS-Access skills and advanced accounting software skills. Experience with computerized time and attendance and payroll system is required.
- Highly effective interpersonal, problem solving, conflict resolution, and critical thinking skills
- Excellent attention to detail. Experience in Long-Term Care and Seniors Supportive Housing is an asset.

Interested candidates may submit their resume to HR by email at: [ballende@stdemetrius.ca](mailto:ballende@stdemetrius.ca)

For more information about this job or the Corporation, please visit our web site at [www.stdemetrius.ca](http://www.stdemetrius.ca)

UCCC accommodates the needs of job applicants throughout the recruitment and selection process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act.

Please note that only candidates invited for an interview will be contacted.

**The selected candidate will be required to be fully vaccinated against COVID-19.**