

JOB POSTING

# **Finance Assistant – Lawrence Heights Site**

# **Permanent, Full-time, 35 hours per week**

Unison Health and Community Services is a non-profit, community-based organization that serves neighbourhoods in North West Toronto. Operating out of six locations, Unison offers core services that include primary health care, counselling, health promotion, Early Years programs, legal services, harm reduction programs, housing assistance, adult protective services, Pathways to Education™ and a Diabetes Education Program. Unison’s mission is working together to deliver accessible and high quality health and community services that are integrated, respond to needs, build on strengths and inspire change.

Unison Health and Community Services is committed to working from an inclusive, pro-choice, sex positive, harm reduction, anti-racist, anti-oppression and participatory framework.

At this time, Unison is seeking a Finance Assistant for our Lawrence Heights site. Reporting to the Senior Director Operations, the Finance Assistant, in coordination with other members of the operations team, performs bookkeeping functions and assists the Accounting Manager in maintaining the financial management systems.

# **Organizational Responsibilities**

* Participate in team and organization-wide meetings and committees, initiatives and events
* Develop work goals in conjunction with supervisor, identifying action plans, learning objectives and professional development needs
* Participate in performance appraisal process including self-evaluation component
* Adhere to all policies and procedures of the organization
* Submit administrative forms and reports in a timely fashion
* Orient, supervise and support students and/or volunteers as required
* Identify, report and debrief on client safety incidents, good catches, occupational health and safety incidents and near misses
* Other duties as assigned

# **Job-Specific Responsibilities:**

* Process and manage accounts payable and accounts receivable in an accurate and efficient manner, including following up with funders, hub partners, and vendors, as required
* Assemble, review and verify invoices and cheque requisitions, flag and clarify any unusual or questionable invoice items or prices, and ensure approval of all payables for payment
* Sort, code and match invoices, and enter invoices into system
* Prepare and perform weekly cheque runs
* Place cheques in envelopes and mail out
* Maintain vendor files, maintain accurate historical records, and perform other administrative duties
* Research and resolve invoice discrepancies and issues, and correspond with vendors and respond to inquiries
* Generate AR invoices and follows up on outstanding invoices
* Prepare deposit summaries, make cash and cheque deposits, and matain bank deposit records
* Maintain food voucher order, distribution and records, and record monthly food voucher expenses into system
* Assist with month end and year end closings
* Assists in the preparation of the annual audit process and provide supporting documentation for audits

# **Organizational Qualifications**

* Demonstrated ability to effectively work independently and as a member of a multi-disciplinary team.
* Ability to work within a community-based context, with a culturally diverse community.
* Effective communication, interpersonal, organizational and administrative skills, including computer literacy skills specific to job requirements.
* Knowledge of issues affecting communities facing barriers to access in an urban environment.

# **Job-Specific Qualifications:**

* Thorough knowledge of all aspects of bookkeeping, and good understanding of accounting and financial reporting principles and practice
* Extremely organized, great attention to detail and prioritization skills, and able to multitask and meet deadlines
* Good with numbers and figures and an analytical acumen
* Proficiency in the use of computers and various software applications (i.e. MS Word and MS Excel), including accounting software (i.e. ACCPAC)
* Diploma in Accounting
* 3+ years experience in a fast paced accounts receivable/accounts payable role, and having Not-for-profit accounting experience would be an asset
* Ability to work flexible hours
* Demonstrated knowledge and experience in group work and community development
* Demonstrated knowledge of, and sensitivity to, the impact of social, economic, environmental and cultural issues on diverse communities
* Knowledge of issues affecting communities facing barriers to access in an urban environment

**The successful candidate will work out of Unison’s Lawrence Heights site.**

Interested candidates are asked to email a résumé with covering letter by Thursday, August 26, 2021 at 5:00 p.m. to:

Hiring Committee – Finance Assistant

Unison Health and Community Services

[Hirings@unisonhcs.org](mailto:Hirings@unisonhcs.org)

**Please cite UN\_2021\_036 in the subject line of the email.**

We welcome applications from people who are reflective of the diverse communities we serve, including those who might need accommodation.

Where needed, accommodations for applicants with disabilities will be provided, on request, to support their participation in all aspects of the recruitment process.

Please note that due to the volume of applications, only those applicants selected for interviews will be contacted.