



ACCOUNTING CLERK/BASIC BOOKKEEPING SUPPORT

2 days per week

CONTEXT:

Reporting to the Office Manager, the Bookkeeper will work closely with the accountant, providing general accounting (payables and receivables) to Delta Family.

MAJOR RESPONSIBILITIES:

Under supervision, perform the following Accounts Payable functions according to established procedures and standards:

- Preparing petty cash requests in a timely manner.
- Checking and verifying suppliers' invoices
- Reviewing cheque requisitions
- Preparing invoices for approval and payment
- Preparing cheques for signature and alerting signing officers
- Systematic filing of paid invoices and reports
- Preparing journal entries relating to accounts payable
- Entering journal entries on monthly basis
- Provide assistance in other special projects that impact A/R processes and efficiencies
- Balance and maintain accurate ledgers
- Support the preparation for payroll
- Preparing financial claims in accordance with established guidelines and contribution agreement.
- Preparing deposit slips and perform bank deposit of funds received from all sources
- Other duties as assigned

QUALIFICATIONS:

- Minimum of 3 years' experience in providing bookkeeping services
- At least two years of experience in providing such services to non-profit agencies
- Completion of Accounting related diploma/degree
- Comprehensive knowledge of Excel, as well as other Microsoft office products,
- Quickbooks experience essential
- Must have strong attention to detail and able to provide quality work
- Analytical thinker, good problem-solving and communication skills
- Highly organized and able to finish tasks accurately and in a timely manner

Remuneration: \$25/hour

Application Closing date: August 30th 2021 ,

Anticipated start date: ASAP

Forward cover letter and resume by the closing date to:

Accounting Clerk

Email: [hiring@dfrc.ca](mailto: hiring@dfrc.ca)

2291 Kipling Ave, Unit 123, Toronto, M9W 4L6

***We thank all applicants for their interest.
Regretfully, only short-listed candidates will be
contacted***