



Accounts Payable Clerk

The Opportunity

The Anglican Diocese of Toronto is looking for an Accounts Payable Clerk with 2 years' experience and post-secondary education in accounting. This is an opportunity to provide accurate and timely payables, prepare quarterly distributions from investments, issue grant distributions, recommend process improvements, and support the Finance team with other accounting work and analysis. We are seeking a proactive and positive individual to work collaboratively with the Finance team and use their strong communication skills as the first point of contact for our parishes and staff regarding invoices, accounts, and to explain processes. Financial experience in a not-for-profit organization is an asset for this role. Proficiency in Excel and Sage 300 and a solid knowledge of Microsoft Office and a database is required.

About the Anglican Diocese of Toronto

The Diocese of Toronto, founded in 1839, is largest diocese in the Anglican Church of Canada by population and membership. Nearly 5 million people live here, 376,000 of whom identify as Anglicans. There are about 54,000 people on our parish rolls. With 200+ congregations, the Diocese stretches over 26,000 square kilometers of urban, rural and suburban communities.

We're home to many culturally diverse and language-based congregations, including Chinese, Filipino, Hispanic, Japanese and Tamil. Our Anglican communities include parishioners from Africa, the Caribbean, Europe, India, the Middle East, Pakistan, Sri Lanka and many other parts of the world. Liturgically, our Diocese has a wide range of expression, from traditional and contemporary to charismatic, evangelical and Anglo-Catholic. You'll also find several "fresh expressions" of Church.

The land on which we gather is the traditional territory of the Huron-Wendat, Haudenosaunee, Anishinabek, Odawa, Mississaugas of the New Credit, Mississaugas of Scugog, Hiawatha, Curve Lake and Alderville First Nations, and the Métis Nation. It was the subject of many treaties and covenants. Today, Toronto is home to Indigenous people from across Turtle Island. We are grateful for the opportunity to gather on this territory and work in this community.

The Anglican Diocese of Toronto embraces diversity and is committed to creating an inclusive workplace. Our goal is to attract, develop and retain highly talented employees from diverse backgrounds, allowing us to benefit from a wide variety of experiences and perspectives.

For more information on the Diocese of Toronto, its ministry and its strategic priorities, please refer to www.toronto.anglican.ca.

Staff Benefits

- The opportunity to work with both a small staff team (37 in the head office) and engage with our parishes on financial matters.
- 3 weeks annual vacation; summer hours; and additional paid holidays.
- Full-time is a 35 hour work week.
- Paid sick days.
- Access to an Employee Assistance Program
- Opportunity to participate in:
 - Excellent pension benefits: multi-employer, defined benefit plan.
 - Group life insurance, optional life insurance, extended health, dental, and vision benefits for you and your dependents.
 - Short term disability: eligible after 3 months of employment for 100% salary continuation for up to 119 days. Long term disability after 119 days.
 - Pregnancy and Parental Leave top-up program.
 - Upon retirement, a retirement allowance and post-retirement group benefits.

Values, Skills and Experience for this position

- Our values are Faith, Compassion, Collaboration, Accountability, and Boldness. Candidates need to demonstrate their ability to infuse these values in their work.
- Can work independently and collaboratively within a team.
- Understands the importance of financial deadlines and consistently meets them.
- Excellent interpersonal skills and a positive attitude.
- Can demonstrate a high level of accountability and is pro-active.
- Can demonstrate a strong level of innovation, commitment to best practices, adaptability, flexibility, and ability to build relationships.
- Excellent communication skills both verbal and written.
- Gives continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality service.
- Strong attention to detail and organizational skills.
- Solid ability to resolve problems.
- Knowledge of or a willingness to become familiar with the structure, functions and values of the Anglican Church of Canada

Major Responsibilities:

- Independently manages the accounts payable function.
- Process payables transactions for all funds, bank accounts, and grants.
- Balance the accounts payable subledger to the general ledger monthly.
- Records pre-authorized payments on a weekly basis.
- Review, correct and classify invoices / requisitions and back up documents for accuracy and completeness.
- Responsible for continuous improvement on transaction process to achieve higher proficiency.
- Respond to and resolve payment inquiries in a timely and professional manner.
- Coordinate with Bookkeeper to maintain cash flow projection, weekly.
- Track vendor payments and prepare vendor report, monthly.
- Maintain EFT accounts and EFT data for processing.
- Track recurring expenses and ensure timely payment.
- Provide support to vendors and staff, as required, to ensure payment requisitions are in line with the department's processes.
- Prepare credit card reconciliations for the corporate credit cards monthly.
- File GST-HST remittances before the quarterly deadline.
- Process quarterly distributions to all parishes for Diocesan funds and assist in the unitization process.
- Prepare internal investment performance report on a quarterly basis
- Ensure all processes are meeting regulatory requirements, internal controls, and efficiencies.
- Assist with preparation of year end schedules and other month end procedures.

The Diocese has an Accommodation Policy and accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to the Diocese. We welcome applications from all qualified persons. The Anglican Diocese of Toronto is an equal opportunity employer.

To apply for this position, forward your application to:

Human Resources
Anglican Diocese of Toronto
135 Adelaide Street E, Toronto, ON M5C 1L8
Email: hr@toronto.anglican.ca

Please indicate "Accounts Payable Clerk" in your application. We thank all applicants, however, only those selected for an interview will be contacted.