

June 16, 2022

**Job Posting**  
**(Internal & External)**  
**Accounting/HR Administrator (Part-time)**

The Cross-Cultural Community Services Association (TCCSA) is a not-for-profit organization that aims to assist newcomers in adapting to Canadian life in their neighbourhood and to provide support to Canadians in building a stronger community. The mission of TCCSA is to enhance the well-being and resilience of diverse communities by strengthening competencies and fostering participation through effective and professional human services.

TCCSA is seeking for one part-time Accounting/HR Administrator to manage agency's accounts payable and HR operations.

The details of this job posting are listed as the follows:

<b>Job Title:</b>	<b>Accounting/HR Administrator</b>	<b>File #:</b>	<b>#06-22</b>
<b>Hours of Work:</b>	<b>30 hours/week</b> <b>(required to work irregular hours including some evenings, weekends and holidays)</b>	<b>Unit:</b>	<b>Accounting</b>
<b>Location:</b>	<b>TCCSA York Centre</b>	<b>Closing Date:</b>	<b>July 6, 2022</b>

### **Essential Duties and Responsibilities**

#### Accounts Payable

- Responsible for paying and keeping records of all invoices in compliance with financial policies and procedures;
- Correspond with vendors regarding billing and payments, and ensure payments are made to vendors in a timely manner;
- Research, verify and create new vendor accounts;
- Statement reconciliation, monitor and analyze all accounts on a monthly, quarterly, and annual basis to ensure payment accuracy and up to date;
- Maintain precise records for all vendor payments;
- Prepare expense payment documents for funding claim purposes;
- Assist with year-end closing, calculate estimates and prepaid expenses, and consolidate honorarium balances exclude in payroll;
- Apply for property tax rebates;
- Provide supporting documentation for audits.

### Human Resources (HR)

- Support agency's HR operation including HR-related research, data collection, and statistical record keeping;
- Work with senior management to ensure compliance with all government legislations (e.g. ESA, OHSA), and agency policy;
- Assist in the development and review of HR documents and procedures;
- Keep up with current issues and matters in TCCSA that are related to HR functions;
- Exercise good judgment while dealing with human resources issues and provide early disclosure of potential and sensitive human resource issues to senior management.

### Others:

- Manage sensitive, confidential information with discretion;
- To work in all four TCCSA locations (Downtown, Mississauga, Markham, Scarborough), and any other location as the Association expands;
- Responsible for carrying out the above responsibilities and all other duties as assigned by supervisor.

### **Qualifications**

- Degree in accounting, finance, business administration, Human Resources or other related fields;
- At least 2 years' experience as an accounts payable specialist, or similar;
- Knowledge of accounts payable and general accounting procedures;
- Extensive experience in account reconciliation;
- Proficient in data entry and management;
- Thorough knowledge of Sage software is a MUST;
- Experience with human resources;
- Knowledge of Ontario's Employment Standards Act and Occupational Health and Safety Act is an asset;
- Functional knowledge in Microsoft Office Suite (Word, Excel, PowerPoint and Outlook);
- Relevant account payables and HR experiences in the non-profit sector is an asset;
- Keen attention to detail and accuracy;
- Distinctly self-motivated and cable of handling multiple tasks in a high-pressure environment;
- Ability to meet deadlines;
- Strong inter-personal, verbal, and written communication skills;
- Effective organization and time management skills;
- Proficiency in written and spoken English, as well as a second language commonly used by clientele, is an asset;
- Ability to work effectively both independently and as part of a team;
- Proof of a clear "Vulnerable Sector Screening" with a local police service is mandatory;
- Must be legally entitled to work in Canada;
- Able to travel in the GTA, has a valid Ontario Driver's license and access to a car is an asset.

## Application

Please submit the application by **Wednesday, July 6, 2022, 5:00 pm** through email: [recruit@tccsa.org](mailto:recruit@tccsa.org).

Applicants should quote file #06-22 Accounting/HR Administrator on the application.

We thank all applicants who are interested in this position. Only selected candidates will be contacted for interview. Regrettably we cannot accept telephone enquiries.

TCCSA is an equal opportunity employer. TCCSA welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.