

We are looking for an individual to join our finance team at St. Clair O'Connor Community Inc. as a Senior Accounting Analyst.

Responsibilities:Accounts Receivable

Handles aspects of billing, credit, and collection for our company. The job involves processing invoices, collecting payments, reconciling accounts, preparing reports, and monitoring overdue and unresolved debts. Must ensure that billing is accurate, valid, and complete and fully documented from various sources.

Accounts Payable

Handles processing of Invoices from vendors and must ensure that payments are only made to valid/ delivered orders. Verify and investigate discrepancies, if any, by reconciling vendor accounts and monthly vendor statements and GL control accounts. Perform day to day financial transactions, including verifying, coding expense accounts, and recording payable data.

Handles other activities that maybe assigned from time to time to meet the needs of the Finance Department.

- We are looking for a candidate who has a personality that can deal with Seniors, who comprise 90% of our customers.
- Candidate must have a good working knowledge of excel spreadsheets. Use of Functions and Macro programming is preferred but not mandatory.
- Background with payroll is preferred and must be willing to cross-train with other functions in the finance department for career and pay advancement.
- Must have a working attitude that embraces continuous improvement and have the initiative to make her/his work more efficient and effective.
- Must be a Team Player.

A comprehensive benefit package awaits the successful applicant.

Please send your resume to the Finance Department c/o m.tomas@scoc.ca. This job posting is valid until Oct. 06, 2023.