



## India Rainbow Community Services of Peel (IRCS)

### **JOB POSTING**

<b>Job Position:</b>	Payroll & Finance Project Coordinator
<b>Department:</b>	Finance
<b>Status:</b>	35 hrs per week (6 month contract position, with the possibility of an extension)
<b>Location:</b>	Mississauga
<b>Compensation:</b>	\$20.00 - \$25.00 / hour

India Rainbow Community Services of Peel (IRCS) is a charitable, non-profit, community based organization. Our services are non-religious and non-political. Our mission is to provide culturally and linguistically appropriate services to the Peel immigrant community, enabling integration and supporting their settlement, social services, health, and educational needs.

#### **Position Summary:**

Reporting to the Manager - Finance & Corporate Services, this position is responsible for helping to provide full service accounting and payroll administration for the organization. The incumbent will also coordinate and lead accounting and financial projects.

#### **Responsibilities and Duties:** *(but not limited to)*

##### **Working in partnership with the Finance Team:**

- Monitor all operational spending while ensuring timely and accurate data entry, processing and tracking of all financial transactions of the organization
- Assist with:
  - Accounts Payable: Invoice processing, expense analysis, payroll remittances, cheque runs, obtaining authorized signatures & mail-outs
  - Accounts Receivable: Receipt of payments, bank deposits & AR analysis
  - Payroll: Maintain payroll database and completion of all bi-weekly payroll administrative functions, including hourly employee time entry, adjustments, RRSP reconciliation & payroll reconciliations
- Coordinate month-end processes to ensure all requirements are addressed in a timely and accurate manner, including:
  - Month-end adjustment entries, accruals and account & claims reconciliations
  - Maintain supporting documentation, spreadsheets & schedules
- Maintain General Ledger, fundraising records and timely preparation of the Trial Balance
- Process transactions efficiently, accurately, in a timely manner and in accordance with GAAP
- Maintain up-to-date record-keeping, forecasting and budgetary functions of the various programs and initiatives
- Assist in the preparation of financial briefs, reports, presentations and statistical information for program analysis
- Assist in developing finance policies and guidelines for procedures and internal controls
- Provide administrative support ensuring effective and efficient departmental operations
- Respond to inquiries from departmental directors and managers as required
- Maintain filing system for all financial/payroll documents
- Provide assistance, research and analysis on financial matters to the Manager
- Ensure the confidentiality and security of all financial files
- Participate in Bingo fundraising activities
- Perform other duties as required

#### **Qualifications and Skills:**

- Post-secondary education in Accounting, Payroll, or equivalent, with at least five years of accounting/payroll experience. Completion or working towards accounting or payroll designation a definite asset
- Thorough knowledge of GAAP and experience in accounting practices and procedures as it applies to a not-for-profit/charitable organization is required
- Experience with NewViews and ADP software a definite asset
- Experience with record keeping processes for tracking revenue and expenditure is required
- High computer proficiency in MS Office (especially Excel & Word), accounting, spreadsheet and database software's and reporting tools, email and internet
- Ability to set-up, program and customize reports in NewViews 2 or other accounting software packages
- Team player, with the ability to communicate effectively with both financial and non-financial staff and stakeholders
- Demonstrated flexibility and excellent coordination, analytical, problem solving and decision making skills
- Excellent organizational and time management skills; pays close attention to detail and time lines in a fast-paced, changing environment
- Work style that thrives on initiative and collaborating in a team environment



## India Rainbow Community Services of Peel (IRCS)

- Able to work independently when required, while maintaining confidentiality of information
- Excellent English; oral and written communication skills
- Current Criminal Record Check including Vulnerable Screening will be require

**Interested candidates are invited to submit their application, including a complete resume of qualifications and experience, electronically to [hr@indiarainbow.org](mailto:hr@indiarainbow.org) by 4:30pm, July 15<sup>th</sup>, 2015. Please ensure your application email has the subject heading of 'Payroll & Finance Project Coordinator - (insert your name)'**

This job posting is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

India Rainbow Community Services of Peel is an equal opportunity employer and is committed to establishing a qualified workforce that is reflective of the diverse populations we serve. We are committed to accommodating people with disabilities as part of our hiring process. If you have special requirements, please advise Human Resources during the recruitment process. We encourage applications from all qualified individuals; however, only those under consideration will be contacted. No phone calls please.