

Head Office:
Oakville Office
871 Equestrian Court, #7
Oakville, ON L6L 6L7
T: 905.847.3206
F: 905.847.2959

Burlington Office
760 Brant Street, Suite 405A
Burlington, ON L7R 4B7
T: 905-333-4814
F: 905-333-6782

Milton Office
2-917 Nipissing Road
Milton, ON L9T 5E3
T: 905.876-1319
F: 905.875.2600



Web: www.summit-housing.ca
Email: info@summit-housing.ca
ACTT: actt@summit-housing.ca

Join Our Team as an Accounting and Administration Assistant!

Are you a numbers whiz with a knack for keeping things organized? Do you thrive in a dynamic environment where every day brings new challenges and opportunities? If so, we want YOU to join our team at Summit Housing & Outreach Programs!

Position: Accounting and Administration Assistant

Area of Responsibility: Finance and Administration

Reports to: Director of Finance

Why You will Love Working with Us:

Impactful Work: Be a key player in our mission to provide essential housing and outreach services.

Collaborative Environment: Work closely with our Directors and Program Managers to keep our operation running smoothly.

Professional Growth: Gain hands-on experience in accounts payable, accounts receivable, payroll, and more.

Supportive Team: Join a team that values your contributions and supports your professional development.

What You will Do:

Accounts Payable: Manage expenses, process payments, and reconcile accounts.

Accounts Receivable: Generate invoices, follow up on outstanding balances, and keep our finances in check.

Payroll: Ensure our team gets paid accurately and on time.

Administration: Keep our records organized, maintain inventory files, and support various administrative tasks.

What We Are Looking For:

Education: Post-secondary degree in accounting or a related field.

Experience: At least three years in A/P and A/R, preferably in a non-profit environment.

Skills: Proficiency in Microsoft Dynamics accounting software and a keen eye for detail.

Perks of the Job:

Flexible Work Environment: Enjoy a balance between work and life.

Health & Wellness: Maintain a healthy work-life balance with our wellness programs.



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Professional Development: Opportunities to gain experience and advance in your career.

Excellent Staff Benefits: Includes a company RRSP contribution of 4% after successfully completing the probation period.

Ready to make a difference?

Apply now and be part of a team that is dedicated to making a positive impact on our community! Send your resume and cover letter to mmusumbulwa@summit-housing.ca by January 31, 2024. **Please note that this is an in-person role only and applications will be reviewed on a rolling basis.**

If you need any accommodation during the hiring process, please let us know and we will be happy to help!

Summit Housing and Outreach Programs strives to foster an equitable workplace that reflects the diversity of the communities we serve and welcomes all qualified candidates including racialized individuals, members of the 2SLLGBTQ+ communities, people with disabilities and people with culturally diverse backgrounds.



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Detailed Job Description

Accounts Payable

- Charges expenses to accounts and cost centers by analyzing invoice/expense reports, recording entries.
 - Verify that transactions comply with financial policies and procedures.
 - Pay vendors by scheduling and preparing cheques, EFT batches or online payments.
 - Prepare manual cheques as and when required.
 - Process and post monthly Pre-Authorized Payments Journal Entries (group benefits; RRSP; car lease payment; rent; condominium fees and submit to Director for approval.
 - Prepare quarterly 10K payment list.
 - Reconcile the accounts payable by sub ledger monthly.
 - Reconcile vendor statements, make phone calls, and resolve discrepancies.
 - File and review contracts, update contract list, and assign contract number.
 - File paid invoices/wire transfers/credit card and other related documents.
 - Reconcile credit cards to the general ledger account monthly.
 - Disburses petty cash by recording entries, verifying documentation and replenishment.
 - Maintain inventory files.
 - Process back up reports after data entry.
 - Verify accuracy of invoices and other accounting documents
 - Maintain Health & Wellness register.
 - Maintain Vision Allowance register.
 - Maintain donor database and issue donation receipts.
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- Maintain Staff Expenses register and issue staff monthly reimbursement in line with the Union timeframe.

Accounts Receivable

- Generates Accounts Receivable invoices using GP system and forward to clients and other entities.
- Reviews Accounts Receivable aging and follows up on outstanding balances.
- Check mail and deposits cheques, provide copy of deposit slip and update bank transactions in GP
- Record and update the Investment Report
- Reconcile AP&AR sub ledger reports with AP & AR control accounts via GP Dynamics and produce reports.



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Payroll

- Create new staff on ADP.
- Terminate departing staff on ADP and issue ROE.
- Collect all payroll inputs and files in their respective pay period files.
- Review ADP payroll runs to ensure accuracy.
- Reconcile head counts and identify high value discrepancies in each pay period.
- Pass bi-weekly payroll journal in GP Dynamics'
- Obtain Executive Director and Director of Finance approval for each pay run.



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