



AUTISM ONTARIO PAYROLL/ACCOUNTS PAYABLE COORDINATOR (1 FTE)

Autism Ontario is a registered charitable organization founded in 1973 and is a strong voice for individuals with Autism Spectrum Disorder (ASD). Autism Ontario has Chapters serving almost every corner of the province. Each Chapter is run by dedicated volunteers and local Chapter Leadership Councils. These volunteers organize and support parent to parent contact, provide official SEAC representation for ASD to boards of education, camps and public awareness forums. We pride ourselves on our mission to ensure that each individual with ASD is provided the means to achieve quality of life as a respected member of society. We are constantly evolving in order to improve the lives of the people we support.

JOB DESCRIPTION

Title: Payroll/Accounts Payable Coordinator

Location: Autism Ontario Provincial Office (Liberty Village, Toronto)

Reports to: Finance Director

Overview: Processing semi-monthly payroll and cheque requests, maintaining employee files, Accounts Payable files and sub-ledger

Salary Range: \$42,500 - \$47,500

Hours: 37.5 hours per week including occasional evenings and weekends as necessary

Job Summary:

Working with a wide range of professionals and volunteers, from across the Province, to competently coordinate and implement Autism Ontario's Payroll and Accounts Payable requirements. As a member of the Finance Team, you will work closely with the Finance Director, Finance Coordinator and Gift and Membership Coordinator to ensure accurate and timely processing of payroll, supplier payables and expense reports.

ROLES AND RESPONSIBILITIES

Payroll:

- Prepare and submit semi-monthly payroll to third party provider
- Calculate and track vacation, personal days and other time off according to employee timesheet submissions
- Distribute semi-monthly payroll statements to employees
- Maintain employee payroll files
- Issue and submit Records of Employment for employee terminations through third party provider
- Administer and submit enrollment applications for Group Benefits program
- Provide support to accounting team using Simply Accounting or other accounting software
- Perform other general administrative duties including maintaining files, ordering supplies and mail distribution
- Respond to and coordinate communications with staff, volunteers, suppliers and other stakeholders

Accounts Payable:

- Verify and process all invoices and cheque requests for payment
- Issue Accounts Payable cheques semi-monthly and other cheques as required
- Ensure account coding and documentation submitted is accurate and complete
- Adhere to Autism Ontario's posted schedule for timely processing of cheque requests
- Communicate effectively with individuals submitting payment requests to resolve incomplete documentation for timely processing
- Respond to inquiries from suppliers, staff and volunteers regarding status of payments pending
- Maintain Accounts Payable sub-ledger using current accounting software platform (Simply Accounting)
- Maintain Accounts Payable files of paid invoices
- Reconcile vendor statements and monitor accounts to ensure payments are up to date
- Provide back-up support to Finance Team
- Report to Finance Director and assist with various other tasks as required
- Assistance with preparation and responding to outside accounting firm for annual audit
- Prepare financial reports or statements required for external organizations such as charitable gaming

COMPETENCIES:

- Strong planning and organizational skills and the ability to multi-task with confidence in a busy office environment
- Excellent attention to detail and strong organizational skills are essential
- Ability to work in a confidential and sensitive manner
- Ability to take initiative and work effectively in a busy and changing team environment
- Excellent interpersonal skills
- Strong English written and verbal communication skills
- Demonstrated effectiveness working within the voluntary/charitable sector
- Accounting skills with a high degree of accuracy in a range of data entry
- Flexibility for evening and weekend work is occasionally required

QUALIFICATIONS:

- Experience working with a charitable organization, volunteers and community partners
- Post-secondary education in Accounting and Payroll
- Experience working with Ceridian or other payroll service provider
- Demonstrated knowledge of all aspects of payroll administration and Employment Standards Act
- Experience required in Accounts Payable, preferably in the charity sector
- Experience using Simply Accounting software is preferred
- Demonstrated computer skills, including proficiency in the use of MS Office, Excel, MS Outlook
- Experience with record keeping processes for tracking grant revenue and expense are required
- Excellent verbal, written and interpersonal communication skills
- Must be self-motivated, innovative and flexible
- Bilingualism (French/English) and knowledge of ASD considered an asset

MAJOR INTERNAL CONTACTS:

Finance Director, Executive Director, Family Supports & Programs Director, Community Resource Manager, Program Staff, Provincial Office Staff, Chapter Leadership Council, Chapter Members, Chapter Staff and Volunteers

MAJOR EXTERNAL CONTACTS:

Suppliers, ASD service providers and professionals, government (CRA, MCYS, Ministry of Health, Receiver General), parents, donors, general public.

Autism Ontario is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veterans status or any other legally protected factors.

Autism Ontario is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Autism Ontario will make accommodations available to applicants with disabilities upon request during the hiring process.

Interested candidates should submit a cover letter and resume by email, to the attention of **Human Resources at hr@autismontario.com**. In your cover letter, please highlight your relevant experience. Please quote: **PR AP Coordinator** in your subject line.