



AUTISM ONTARIO PAYROLL/ACCOUNTS PAYABLE COORDINATOR (1 FTE)

Autism Ontario is a charitable organization with a 46-year history of representing the thousands of families and people with autism spectrum disorder across Ontario. Made up of knowledgeable parents, professionals, and autistic self-advocates who can speak to the key issues that impact those with autism, and their families, Autism Ontario is the province's leading source of information and referral on autism and one of the largest collective voices representing the autism community. Members are connected through a volunteer network of 25 Chapters throughout the Province of Ontario.

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 enrolment 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.

Interested candidates should submit a resume and cover letter with to hr@autismontario.com stating: “**PR AP Coordinator**” in the subject line by **Friday, October 18th**. We thank everyone for their interest in this position; however, only those candidates invited to interview with us will be contacted.

Autism Ontario is an equal opportunity employer committed to maximizing the diversity of our organization, and actively encourages individuals on the autism spectrum and from all equity seeking groups to apply. 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.