



Job Title: Accounts Payable Clerk
Program: Finance and Administrative Services
Reports to: Team Lead, Finance and Administrative Services

Responsibilities

- Processes accounts payable (AP) invoices, inputting and coding invoices to generate cheques
- Prints, matches and prepares cheques for signing
- Enters AP electronic fund transfers into accounting software
- Prepares and enters manual cheques, payroll cheques and internal payments into accounting software
- Files AP documents
- Responds to supplier inquiries
- Prepares annual Capital Asset Registries: create, prepare, and update spreadsheets, pull appropriate back-up, photocopy, and assist Team Lead and/or Coordinator
- Delivers cash/cheque deposits and payments to the Bank
- Updates the procedure manual as required
- Creates all ID Badges for new hires, students or existing staff that require an updated badge
- Orders name plates and prepares & prints business cards
- Other duties as assigned

Requirements

- Post-secondary education (i.e. Accounting) and a minimum of two years related work or equivalent combination of education and experience
- Basic knowledge of accounts payable
- Excellent time management skills
- Ability to work independently
- Good communication (written and verbal), organizational and interpersonal skills
- Knowledge of MS Office (Word, Excel, Access, PowerPoint and Outlook)
- General knowledge of the mental health environment in Ontario

Application Procedure

1. Forward cover letter and resume to: recruitment@cmhadurham.org
2. Deadline for applications is **October 7, 2016**

CMHA Durham is an equal opportunity employer. All qualified candidates are encouraged to apply; however only those selected for an interview will be contacted. Accommodations are available upon request.