



Peel Senior Link, a non-profit charitable organization established in 1991, provides personal care & home-making services. Peel Senior Link maximizes independent living--helping seniors live with dignity, stability and safety. Peel Senior Link is funded by the Ministry of Health and Long-Term Care through the MH LHIN and CW LHIN, grants and personal and corporate donations.

We are currently seeking to fill the position **Temporary Bookkeeper – Accounts Payable/Receivable**. Reporting to the Director of Finance, this position performs day to day processing of accounts payable transactions including processing and monitoring payments and expenditures and recording financial activities in the General Ledger (GP Dynamics accounting software). This is a three (3) day per week part-time 6 month contract position.

Key Responsibilities:

- Utilize Integration Manager to input various files, bank statement data, and journals into GP Dynamics.
- Receive, verify, code, and post into GP Dynamics corporate credit card transactions/mileage/petty cash reimbursement claim forms.
- Serve as a point of contact for front-line employee inquiries regarding mileage and petty cash reimbursements as well as any adjustments required.
- Ensure invoices, purchases, and purchase requests for goods and services are coded to proper general ledger accounts in GP Dynamics.
- Follows up on outstanding balances with clients and other entities.
- Dispatch cheques and mail to vendors and employees.
- Record bank activities including all deposits, funding, payroll and bank charges, and bank reconciliation in the General Ledger.
- Review AP aging and ensure timely payment.
- Process monthly group benefit premiums and payments and reconcile front-line staff monthly benefit reimbursement.
- Reviews AR aging and generate AR invoices using GP Dynamics.
- Reconcile AP/AR sub ledger with AP/AR control account.
- Assist Director of Finance with year-end audit.

The Ideal Candidate Has:

- Minimum education of undergraduate degree in accounting or business administration.
- Experience with GP Dynamics system or other accounting software.
- Knowledge of bookkeeping and Generally Accepted Accounting Principles (GAAP).
- Minimum of 1 year of experience in healthcare and/or office environment preferred.
- Demonstrated ability to manage multiple priorities with flexibility.
- Ability to work independently and as part of a team to meet timelines and priorities.
- Strong technological skills to support use of Outlook and Microsoft Office Suite.

- Excellent organizational and time management skills.
- Demonstrated ability to work collaboratively in a cross-functional, and team-based environment
- Good interpersonal and relationship skills.
- Good written and verbal communication skills.
- Demonstrated commitment to high quality work.
- Enthusiasm, creativity, innovation and the ability to thrive in a fast-paced environment.

To apply for this position please send your resume and a cover letter of interest to:

Nastassia Jasinski
Advisor, Human Resources
Peel Senior Link
nastassia@peelseniorlink.com
905-712-4413 ext 328

We appreciate all applications; however, only those candidates selected for an interview will be contacted.

Peel Senior Link is an Equal Opportunity Employer

Peel Senior Link is committed to providing an inclusive and barrier free recruitment process to applicants with accessibility needs in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation during this process, please contact Human Resources at 905-712-4413.