



ACCOUNTS PAYABLE CLERK

JOB POSTING

Position Title:	Accounts Payable Clerk	Employee Group:	Permanent Full-Time
Department:	Administration – Finance	Classification:	Non-Union
Posting #:	FIN APC PERM FT 2024-01	Hours/Week:	75 hours per pay
Application Deadline:	Until Filled	Hours:	0800 h to 1600 h or 0830 h to 1630 h
Application Details:	Submit Resume and External Application Form at jobs@hch.ca		
Start Date:	ASAP		

Position Summary:

Process purchase orders and vendor invoices on a timely basis and in accordance with company policy and procedures. Back up payroll.

Organization Background:

Holland Christian Homes Inc., is a dynamic, innovative organization that provides a full continuum of care to individuals in a Christian atmosphere. It consists of two long term care homes and 6 assisted living/independent living apartment towers located in Brampton.

We believe that individuals requiring our services have the right to a lifestyle that adequately meets their physical psychological, emotional, social, cultural and spiritual needs. These services are provided by fully qualified professional staff who respects and carries out the values associated with a person-centred approach which include rights, dignity, identity, individuality, respect, privacy, choice and independence.

Specific responsibilities include:

- Match purchase orders confirming prices and quantity to vendors' invoices.
- Verify receipt of materials or services.
- Flag and clarify any unusual or questionable invoice items or pricing.
- Enter invoices in Microsoft Dynamics GP for payments ensuring correct approval, coding and matching.
- Check accuracy of employee reimbursement expenses before processing.
- Process weekly cheque runs.
- Post transactions to journals and ledgers.
- Monitor terms of payment to maximize discounts and maintain cash flow. (ie 30 day net, 2% discount on early payment etc)
- Maintain relationships with department managers for approval and follow up of invoices and purchase orders.
- Monitor accounts to ensure payments are up-to-date.
- Dealing with Vendor issues regarding invoicing, payment inquiries and discrepancies.
- Respond to vendors inquiries in a timely and professional manner.
- Maintain vendor files.
- Assist with month end closing.
- Maintain accurate historical records.
- Provide supporting documentation for audits.
- Ensure compliance to Company policies and procedures.
- Filing of all invoices
- Dealing with inquiries from Tenants with respect to their investments.
- Preparation of all cheques from approved invoices for dual signature reviewed by the Finance manager



- Performs other duties and responsibilities as assigned by the direct supervisor.
- Participate in Quality Improvement initiatives.
- Commitment to continuing competence through quality improvement.
- Participate in developing and reporting on key performance indicators (KPIs) that support business decision making, and quality improvement plans (QIPs) that are aligned with both legislative and organizational objectives.
- Respect and carry out the values associated with a person-centered approach which include rights, dignity, identity, individuality, respect, privacy, choice and independence.
- Focus on the abilities and skills of the individual rather than the labels, statistics and diagnosis.
- Provide individualized emotional and physical spaces for care that are in tune with people's changing needs
- Provide supportive opportunities for social engagement to help people live their life and experience well-being.
- Provide back-up to the payroll process as required.

Qualifications:

- Post-secondary education in Accounting, Business or a related field
- 2-3 years' experience in a similar role
- Previous experience implementing a computerized P.O. system will be considered an asset
- Knowledge of Accounts Payable and general accounting procedures.
- Knowledge of relevant accounting software (Microsoft Dynamics GP)
- Proficiency in data entry and management.
- High organization and prioritization skills, together with attention to detail and accuracy.
- Ability to meet deadlines and work within a team environment.
- Ability to communicate with vendors in a professional manner.
- Ability to demonstrate diplomacy and professionalism when working with families and other professionals.
- Exceptional interpersonal and customer service skills
- Demonstrated success in communicating with all levels of the organization that includes communicate effectively with staff, residents, families/visitors delivery/service personnel and the general public.
- Excellent problem solving, conflict resolution, and decision making skills.
- Good judgment skills and the ability to handle and maintain confidential information
- Ability to multi-task and prioritize workload.
- Ability to work independently as well as function as part of a multi-disciplinary team.
- Ability to be proactive and take initiative where required.
- Ability to focus on assigned tasks
- Detail-oriented and professional
- Ability to effectively handle multiple tasks simultaneously
- Ability to work under conditions of frequent interruption, being undisturbed by the complexities and variety of minute details.
- Competence in computer applications including Microsoft Office and Outlook.
- Demonstrated ability to observe boundaries, engage in appropriate emotional regulation, refrain from dual relationships with residents, maintain confidentiality, and engage in reasonable self-care strategies designed to reduce stress by balancing work/life responsibilities.
- Ability to read, write, and speak English.
- A satisfactory and current Vulnerable Sector Screening.
- Evidence of a negative 2 step TB Test, full COVID-19 vaccination and up to date immunizations including Flu Shot (unless medically exempt)

Interested and qualified applicants should forward a Resume and Cover Letter (as ONE document in PDF format) to: Human Resources e-mail: jobs@hch.ca



Holland Christian Homes welcomes diversity in the workplace and encourages applications from all qualified individuals.

Holland Christian Homes is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for disability during any stage of the recruitment process, please indicate this in your cover letter.

Applicants agree that by providing personal information in response to this posting, and otherwise in any recruitment process with the Company, such personal information may be retained and used by HCH for a period of one (1) year from the date of this application, for the purpose of consideration for employment opportunities which may arise during that time period, unless an Applicant notifies the Company to the contrary.”

We thank all applicants for their interest in this position, however, only those individuals selected for an interview will be contacted. No phone calls please.