



Accounts Payable Coordinator

ABOUT US

CAMPFIRE CIRCLE (formerly Camp Ooch & Camp Trillium) has offered healing through happiness for thousands of kids and families affected by childhood cancer since 1983. It's where kids can be kids, and families can be families—engaging in camp-inspired community, in-hospital, and overnight camp programs, at no cost to them. As a privately funded organization, CAMPFIRE CIRCLE donors make thousands of life-changing experiences possible for Campers throughout the year, all across Ontario.

THE OPPORTUNITY

CAMPFIRE CIRCLE is currently seeking an Accounts Payable Coordinator who will be responsible to perform tasks of a general accounting nature with respect to financial statement line items and has a primary responsibility for the accounts payable function. As part of these tasks, the Accounts Payable Coordinator will prepare journal entries, perform account reconciliations, ensure compliance with GAAP and adhere to company policies and procedures. Beyond full cycle Accounts Payable functions, the Accounts Payable Coordinator will focus on assisting with financial reporting on a monthly and quarterly basis.

The Accounts Payable Coordinator will be responsible for purchase orders, invoice processing, travel and expense report processing, payment to third parties and maintaining vendor relations.

The key accountabilities of the role are:

1. ACCOUNTS PAYABLE

- a) Manage the AP in-box, responding to inquiries and process all vendor invoices in Financial Edge (Accounting Software).
- b) Prepare EFT payments file and support documentation, supports EFT module reconciliation and send timely EFT payment remittance emails to vendors re: payment notification and confirmation.
- c) Reconcile AP control account (GL) and responds to vendor and other ad-hoc AP inquiries.
- d) Perform, on a regular basis, vendor statement reconciliations.
- e) Within FE, manage the pre-authorized payment (PAP) administration, ensure accurate and up to date vendor records and on a monthly basis clearing all forms of payment in bank register.
- f) Where required, prepare monthly/quarterly listing for accrual of invoices due yet not paid.

2. FINANCE ADMINISTRATION: CREDIT CARD PROCESSING

- a) Ensure compliance to the organization's Credit Card Policy by organization cardholders including the review and distribution of statements as well as ensuring proper receipts, coding and approvals.
- b) Import all expenses in Financial Edge via Journal Entry and reconcile to SpendDynamics.
- c) Prepare and input the PAP, BMO, and MC entry once approval has been obtained.
- d) Maintain accurate list of MC holders and their credit limits (monthly) and is responsible for all new cards requests, cancelling existing cards and increases/decreases to credit limits.



3. FINANCIAL REPORTING & ANALYSIS

- a) Prepare statutory remittances (HST returns, etc.)
- b) Support bank reconciliations and investigation and liaising with bank, as necessary.
- c) Provide financial support to departments and management including:
 - a. month-end reporting and variance analysis.
 - b. budgeting and financial forecasting.
 - c. ad-hoc financial inquiries and reporting.
- d) Provides financial analysis to support department decision making.

ABOUT YOU

QUALIFICATIONS

Required Criteria:

- Bachelor's degree in Commerce, Business, Finance, or another related field.
- 4 – 5 years' experience in Accounts Payable.
- Experience fulfilling monthly and quarterly reporting requirements.
- Highly proficient with MS Applications including Excel and Word, and experience with online banking platforms.
- Strong analytical and problem-solving skills with exceptional attention to detail.
- Strong communication skills and ability to collaborate cross functionally.
- Ability to work in a team environment.
- Clear police reference check and vulnerable sector screening.
- In accordance with our mandate of creating a caring and safe environment for ill children and their families, we require attestation of childhood vaccinations, updated Police Record with Vulnerable Sector Screening, and proof of full vaccination against COVID-19 for all of our staff. We also require that all staff be currently eligible to work in Canada.

Advantageous Criteria:

- Experience working with Financial Edge is an asset.

WORKING CONDITIONS

- Usual working hours are between 9:00am – 5:00pm.
- A flexible schedule working evenings and weekends is required occasionally to support key Finance initiatives including month and quarter end and preparing for audits.
- The office setting is open concept.
- In consideration of the population CAMPFIRE CIRCLE serves, the incumbent is a non-smoker.

COMPENSATION & BENEFITS

This position offers a competitive annual salary range of \$45,000 to \$55,000, full benefits package, vacation, and professional development.



APPLY

Please send a cover letter, resume and expected salary to careers@campfirecircle.org with the email subject reading **2022017 – Accounts Payable Coordinator**.

This posting will remain open until filled. Only applicants selected for an interview will be contacted. For more information about CAMPFIRE CIRCLE, please visit www.campfirecircle.org - No phone calls please.

ACCESSIBILITY & DIVERSITY, EQUITY AND INCLUSION

CAMPFIRE CIRCLE is strongly committed to diversity within its community and welcomes applications from racialized persons/persons of colour, Indigenous People of North America and the world, persons with disabilities, 2SLGBTQIA+ persons, and those who may contribute to the further diversification of ideas. We are committed to providing equitable opportunities in employment and to providing a workplace which is free from discrimination and harassment.

We are equally committed to providing an inclusive and accessible workplace. Applicants requiring accommodations to access our job postings and apply for roles with our organization are invited to reach out to our HR Team at careers@campfirecircle.org or in a manner that fits their accessibility needs, and can trust that their application will be considered equitably for our available roles. Contact information for our HR Team is located on our website at <https://campfirecircle.org/about-campfire-circle/careers/>, and more information about our accessibility commitments can be found at <https://campfirecircle.org/about-campfire-circle/accessibility-at-campfire-circle/>.



CAMPFIRE CIRCLE is grateful for Indigenous communities' stewardship of the land that we occupy—including the traditional territory of many nations including the Anishnabeg, the Chippewas, the Haudenosaunee peoples, and many other diverse First Nations, Inuit and Metis peoples. We aspire to be deserving stewards of the land, in partnership with them.