



INTERNAL/EXTERNAL JOB POSTING

FULL TIME PERMANENT - ACCOUNTS PAYABLE CLERK

The Children's Village, a non-for profit organization, has a long and distinguished history of caring for Ottawa's children. Established in 1864 as a home for orphans, it has responded over the years to the changing needs of children and their families in the community. Filled with a rich tradition of working directly with the community, our history is a testament to our commitment to children and the innovative programs they need.

Summary Position Description: Reporting to the Finance and Administration Manager, the Accounts Payable Clerk is responsible for full-cycle accounts payable processing including preparing and processing all incoming invoices and expense claims and ensuring that CVOC's financial obligations are met in accordance with all established accounting policies and procedures. Further responsibilities include reviewing all purchase orders, statements, and invoices to verify amounts owed and responding to questions and resolving issues effectively. The Accounts Payable Clerk is a vital member of the Finance team.

Qualifications for the Accounts Payable Clerk:

- Certificate in Accounting or Bookkeeping and/or a minimum of 3 years of progressively related experience specifically with accounts payable, banking transactions;
- Experience with and knowledge of accounting software such as QuickBooks;
- Attention-to-detail, accuracy, and an ability to meet deadlines;
- Ability to work well with others to achieve desired results or independently, as required;
- Strong organizational, multi-tasking, time-management, and problem-solving skills, sometimes under pressure;
- Flexible and responsive to changing needs and circumstances;
- Strong Excel skills and ability to generate and maintain accurate spreadsheets;
- Very good oral and written communication skills to achieve clarity and understanding with suppliers, service providers;
- Ability to work in a fast-paced environment with tight timelines;
- Experience or understanding working in a non-for profit environment an asset;
- Good judgement and discretion;
- Integrity and trustworthiness;
- Clean Police Record Check;
- Proof of double COVID-19 vaccination required.

Salary: \$50,050 to \$57,174 per year including a comprehensive benefit package.

Hours: 35 hours/week (Monday to Friday)

Location: 333 Churchill Avenue North, Ottawa, Ontario, K1Z 5B8

Qualified individuals are invited to submit their resume **and** cover letter by Monday, December 12, 2022 to Deborah Thompson, Executive Director at deborah@childrensvillage.on.ca

**Only those selected for an interview will be contacted.
Thank you for your interest in the Children's Village of Ottawa-Carleton**