



Accounts Payable Accounting Clerk

Full-Time Permanent – 35 hours/week, 7 hours/day

Location: Head Office – 333 Churchill Avenue N., Ottawa, ON, K1Z 5B8

Salary: \$52,583 to \$58,835/year

Who We Are

For over 160 years, Children's Village of Ottawa-Carleton has been an integral part of our community, supporting children, families, and caregivers through generations of change. Founded in 1864 as a home for orphaned and vulnerable children, we've evolved into a leader in high-quality, inclusive early learning and care. Throughout every chapter, one principle has remained constant: creating environments that feel like **"the next best thing to home."** Today, as one of Ottawa's longest-standing charities, we serve families through a network of licensed childcare centres, home childcare programs, and community-based services that reach children from infancy through school age.

If you're looking to build your career in a place where your work means care and carries meaning today and for generations to come, you'll find it here.

[Learn more about our history.](#)

Position Overview

As Accounts Payable Accounting Clerk, you will support the organization's financial operations through the accurate and timely processing of accounts payable transactions and the maintenance of financial records. You will contribute to daily finance and administrative functions, including Home Child Care financial administration, payroll support, reporting, and general administrative assistance. Through your attention to detail and commitment to established policies, procedures, and internal controls, you will help ensure accuracy, compliance, and the smooth operation of the organization while maintaining strict confidentiality of financial and payroll information.

This posting reflects a current opportunity within our team and reports to the Manager of Finance and Administration.

What You'll Do

- Process accounts payable transactions accurately and on time, including reviewing, coding, and entering invoices.
- Maintain organized and up-to-date financial records, ensuring accuracy and audit readiness.
- Support Home Child Care financial administration, including billing, payments, and reporting.
- Prepare and coordinate payments, including cheques and electronic fund transfers, in line with internal controls.
- Monitor accounts payable activities, identify discrepancies, and work with vendors and internal teams to resolve issues.
- Assist with payroll processes, including data entry, verification, and maintaining record integrity.

- Track and reconcile expenses, including petty cash, staff reimbursements, and corporate card transactions.
- Support financial reporting, audits, and month-end or year-end processes as required.
- Maintain organized filing systems and ensure compliance with record retention policies and legislative requirements.
- Provide general administrative support and respond to inquiries, contributing to the smooth operation of the organization while maintaining strict confidentiality.

To be successful in this role, you will:

- Hold a post-secondary Diploma or Certificate in Accounting, Bookkeeping, Finance, Business Administration, or a related field; or an equivalent combination of education and experience.

You bring:

- A minimum of three (3) years' experience in accounts payable, bookkeeping, accounting, or similar finance administration roles.
- Experience processing invoices, coding expenses, and maintaining financial records.
- Experience using QuickBooks and Microsoft Office Suite.
- Basic understanding of accounts payable processes and accounting principles.

You demonstrate:

- A high level of precision and thoroughness when reviewing and maintaining financial information.
- Strong organizational skills and the ability to manage multiple tasks and deadlines effectively.
- Professionalism in handling sensitive financial and payroll information with discretion and care.
- Clear communication and effective collaboration to support financial processes and resolve issues.

What We Offer

At Children's Village of Ottawa-Carleton, we believe the quality-of-care children receive is directly connected to how supported and valued our employees feel. That's why we've built a **workplace culture rooted in trust, respect, collaboration, and growth. where your wellbeing matters and your contributions are recognized.** We offer a comprehensive total rewards package designed to support both your professional and personal life, including:

- Vacation starting at 4 weeks per year, growing to 6 weeks with tenure
- 5 paid personal leave days per year
- 18 paid sick days per year
- Health and dental benefits and RRSP with employer matching
- Fully funded professional development and leadership growth opportunities

Most importantly, you'll be part of a team that genuinely cares, where collaboration is at the heart of how we work, and every team member plays a meaningful role in creating positive, lasting experiences for the communities we serve.

Recruitment Process & Accessibility

Children's Village of Ottawa-Carleton is committed to building a diverse, equitable, and inclusive workplace where all individuals feel respected, valued, and empowered to contribute. We welcome applications from people of all backgrounds, identities, and lived experiences, including, but not limited to,

Indigenous, Black, and racialized individuals, persons with disabilities, members of the 2SLGBTQIA+ community, and those from diverse cultural and linguistic communities.

We are committed to providing an accessible and barrier-free recruitment process. Accommodations are available at every stage of hiring in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Please let us know if you require accommodation in advance and we will work with you to meet your needs.

Candidates identified as a strong fit will be invited to participate in an initial screening call. Successful candidates will then advance to the interview stage. To learn more about the recruitment process, [visit our Careers page](#).

- **Application Deadline:** July 10, 2026
- **How to Apply:** Submit your resume and cover letter to Brianna Malloy, Human Resources Generalist at careers@childrensvillage.on.ca.

Apply today and join an organization that has been supporting children and families in Ottawa for generations. It takes a village to raise a child: come be a part of ours!