



Young Adult  
Mental Health  
[stellasplace.ca](http://stellasplace.ca)

# THE FUTURE OF MENTAL HEALTH



@stellasplacecanada



/stellasplace



@Stella's Place



@stellasplaceca



@stellasplaceca

POSITION TITLE: Bookkeeper

LOCATION: Toronto - in office and temporarily home based due to COVID-19

APPLICATION CLOSING DATE: April 27, 2022 4:00 PM

SALARY RANGE: \$50,000 to \$65,000

## ABOUT STELLA'S PLACE:

Mission: Partnering young adults and professionals to provide a collaborative, innovative model of mental health services.

Vision: Healthy, resilient young adults living the lives they choose.

Values: At Stella's Place, we fundamentally value the capabilities and contributions of young adults, as we seek breakthrough innovations that benefit our community and society as a whole.

## JOB DESCRIPTION:

As a bookkeeper with non-profit accounting experience, you apply your skills to deliver high-quality bookkeeping and financial support services as a member of the finance team. You are dedicated to uncompromising ethical standards and transparency, collaborate well with others, and have a customer-first attitude. Your curiosity, love for learning and process-thinking enable you to develop and streamline processes. You are a hands-on practitioner and detail-oriented self-starter.

## ROLE RESPONSIBILITIES:

- Full cycle bookkeeping/accounting including payroll using QuickBooks Online (QBO)
- Communicate regularly with the Development Team regarding incoming donations to ensure accurate coding.
- General statement reconciliation
- Manage bank feeds in QBO ensuring the accurate classification of bank and credit card transactions. Verify coding of direct bank debits and credit card transactions with supporting documentation.
- Monthly reconciliation of banks, and credit cards
- Reconcile donations receipted to donations received each month



Young Adult  
Mental Health  
[stellasplace.ca](http://stellasplace.ca)

# THE FUTURE OF MENTAL HEALTH



@stellasplacecanada



/stellasplace



@Stella's Place



@stellasplaceca



@stellasplaceca

- Code and enter approved bills & prepare EFT batches for signatory approval and release
- Enter standing journal entries
- Maintain monthly balance sheet account analysis, accounts payable and receivable subledgers, prepaids, accruals and capital assets
- Maintain all accounting records in digital format in Google Drive as well as attach all documents to transactions in QBO
- Enter approved weekly timesheets into Payworks; prepare payroll for approval; track vacation, overtime, sick time using pre-approved class allocations for each staff.
- Record processed payroll into QBO based on approved employee project allocations
- Complete month end closing procedures in a timely manner
- Prepare semi annual HST rebate applications and annual EHT return
- Complete financial spending reports as required in prescribed funder formats
- Prepare budget to actual reports for various programs as required
- Review year end payroll balancing reports and balance to QBO prior to approval for creation of T4's
- Preparing T4A's for all eligible vendors each calendar year
- Enter approved annual budget into QBO by class/program breakdown
- Support annual audit process
- Participate in regular team meetings
- General office administration, receiving and answering staff and vendor inquiries, support to managers

## QUALIFICATIONS & EXPERIENCE:

- Post-secondary education in bookkeeping and/or accounting
- Experienced using Quickbooks Online (minimum 2 years)
- Strong communication skills both written and verbal
- Proficient in Google Workspaces & Microsoft Office Suite
- Ability to work independently, under pressure and able to meet tight deadlines
- Motivated, confident and with strong problem-solving skills
- Highly attentive to detail



Young Adult  
Mental Health  
[stellasplace.ca](http://stellasplace.ca)

# THE FUTURE OF MENTAL HEALTH



@stellasplacecanada



/stellasplace



@Stella's Place



@stellasplaceca



@stellasplaceca

- Exemplary people skills - communication, customer and colleague relations, and the ability to engage with a diverse network
- Preference will be given to candidates with similar industry experience

## SALARY & BENEFITS:

Stella's Place offers a competitive annual salary and a generous health and vacation package; including comprehensive medical, dental and vision health benefits, 3 weeks vacation and 15 health days annually, prorated to service. Vacation increases after one year of service.

## HOURS & REPORTING:

Regular communication, coaching, professional development, and evaluation will take place with the Finance Director on a regular basis.

This is a full time position working 40 hours per week, Monday to Friday. Weekend and evening work will be required occasionally.

## DIVERSITY, EQUITY, AND ACCOMMODATION:

Stella's Place is committed to having a workforce that is reflective of the diversity of the City of Toronto in general and of our participants in particular. We strongly encourage applications from racialized persons, Indigenous persons, persons with disabilities, persons of diverse sexual orientation, gender identity and gender expression and all those who can provide and contribute to diversification of perspective at Stella's Place.

Stella's Place is committed to hiring practices that are inclusive and barrier free. Stella's Place will provide reasonable and appropriate accommodation during all stages of the hiring process in accordance with the Ontario Human Rights Code in order to ensure the equal and fair assessment of all job applicants. Applicants are asked to make any accommodation request in advance.

## YOUR APPLICATION:

Interested and qualified candidates are invited to submit their cover letter outlining your interest in working with Stella's Place and how you heard about the position (include specific website or network) along with a detailed CV to [careers@stellasplace.ca](mailto:careers@stellasplace.ca) with subject: Bookkeeper by 4pm on Wednesday, April 27, 2022.



Young Adult  
Mental Health  
[stellasplace.ca](http://stellasplace.ca)

# THE FUTURE OF MENTAL HEALTH



@stellasplacecanada



/stellasplace



@Stella's Place



@stellasplaceca



@stellasplaceca

We thank all candidates for their interest. We regret that only those selected for an interview will be contacted.