



Young Adult
Mental Health
stellasplace.ca

THE FUTURE OF MENTAL HEALTH



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POSITION TITLE: Accounting & Operation Coordinator

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

APPLICATION CLOSING DATE: Until Position is filled

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

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 an Accounting and Operation Coordinator with non-profit accounting experience, you apply your skills to deliver high-quality accounting and financial support services. 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 and inventory using QuickBooks Online
- Notify the Development Department of incoming donations
- Monthly reconciliation of banks, tax receipts and credit cards

- Pay bills & print cheques, prepare them for approval and signature and mail them
- Enter all credit card expenses in QuickBooks, file supporting documentation in online files
- Enter weekly timesheets from PayWorks to payroll system in QB and send for payment weekly; track vacation, overtime, sick time using pre-approved class allocations for each staff
- File GST/HST annual tax rebate and EHT return
- Run reports in QB when needed (raw data), this data is compiled for internal purposes and will not match formats of funders reports – will need to be input externally
- Prepare Budget to Actual reports for various programs or consolidated as required
- Review year end payroll balancing reports and balance to Quickbooks prior to approval for creation of T4's
- Preparing T4A's for vendors and Independent Contractors (should also include all Honoraria recipients) by Feb 28 (for previous calendar year)
- Enter approved annual budget into Quickbooks by class/program breakdown
- Support annual audit by providing all required supporting documentation

General office administration, reception and answering customer inquiries, support to managers

Operation:

- Support onboarding and training for new employees
- Support the screening and coordination of the hiring process
- Support assess management tracking and recording

QUALIFICATIONS & EXPERIENCE:

- Post-secondary education in bookkeeping and/or accounting
- Must have proficient knowledge and experience in QuickBooks-Min. 2 years
- Speak and write fluent English
- Computer proficient in Google Workspaces & Microsoft Office Suite
- Ability to work independently, motivated and confident
- Ability to work under pressure and meet tight deadlines
- Strong problem solving skills, attention to detail and accuracy of work
- Exemplary people skills - communication, customer and colleague relations, and the ability to engage with a diverse network

- Knowledge and experience in similar industry an asset and preference will be given as such

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.

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-week 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.

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 with subject: Accounting and Operations Coordinator ASAP. Close when the position is filled.

We encourage interested applicants to submit early as the hiring committee will be reviewing/evaluating resumes as they are received.

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