

## JOB POSTING

### General Accountant



Daily Bread Food Bank works towards long-term solutions to end hunger and poverty and runs innovative programs to support individuals living on low income and experiencing food insecurity. Daily Bread distributes fresh and shelf stable food, and fresh-cooked meals to 126 member agencies and 189 food programs across Toronto. Daily Bread also publishes the influential Who's Hungry report - an annual survey measuring trends in food insecurity and poverty in Toronto to educate the public and spark policy change.

<b>Job Title:</b>	General Accountant
<b>Reporting to:</b>	Manager, Financial Reporting and Payroll
<b>Location:</b>	191 New Toronto Street, Toronto, ON, M8V 2E7
<b>Start date:</b>	Immediately
<b>Salary:</b>	\$57,000 - \$61,000 per year; commensurate with experience
<b>Terms:</b>	35 hours a week / Permanent – Full-time

### What You Are Responsible For

- Full scope of duties related to Accounts Payable from start to finish (i.e., matching invoices with PO and Receiving Record, posting invoices, reconciling, communicating with vendors, performing monthly accruals, processing cheques and EFT payments).
- Assist in month end and year end preparation
- Cover accounts receivables duties as and when needed
- Analyze every single general ledger account every month for smooth year-end
- Process bank reconciliations and complete journal entries
- Reconcile donation income between GL and Raiser's Edge
- Conduct bi-weekly and Semi-monthly payroll processing including benefits, garnishments, and deductions.
- Cross-train with Accounts Receivable and fill in for that role during absences.
- Assist in compiling data for various reports, including supporting the manager and management team where necessary

### EDUCATION/EXPERIENCE (OR EQUIVALENT)

- Bachelor's Degree in Accounting
- At least three to five years of related experience

## What You Bring to Daily Bread

- Comprehensive knowledge of Accounts Payable and General Ledger
- Extensive knowledge of payroll functions including preparation, balancing etc.
- Able to handle high volume transactions
- Excellent organizational skills and attention to detail
- Strong analytical, mathematical and problem-solving skill
- Able to work in a team environment
- Proficient with Microsoft Office and Sage 300 ERP
- Proficient with ADP WorkForceNow.
- Experience with general ledger functions and the month-end/year-end close process
- Hands-on experience with accounting software packages like Sage 300 ERP, SnapAP
- Advance Microsoft Excel Skills including VLOOKUP and pivot tables

## WORKING CONDITIONS

This position will require the candidate to work on site in the Finance department, located at 191 New Toronto Street.

## Considerations for you

- Creative, kind, fun, and passionate team culture.
- Free daily lunches on-site are provided by our culinary team
- Regular business hours, Monday to Friday.
- Professional development stipend
- Employer paid group health benefits and RRSP Match

## How to Apply

To be considered, applicants must submit a resume by **November 25, 2022** to Human Resources – [hr@dailybread.ca](mailto:hr@dailybread.ca). Interviews for the position will be conducted on a rolling basis.

***Daily Bread Food Bank is an equal opportunity employer and encourages applications from members of designated groups. Persons with disabilities who need accommodation in the application process, or those needing job postings in another format, please e-mail a request to Human Resources.***

*To support Daily Bread's mandatory Covid – 19 vaccination policy, candidates/employees being considered for employment are required to provide proof of vaccination as a condition of employment prior to their start date unless they have been provided with accommodation in accordance with the Human Rights Code.*

Daily Bread Food Bank thanks all individuals who apply for this position and will only contact candidates who are selected for an interview.