

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 incomes and experiencing food insecurity. Daily Bread distributes fresh and shelf-stable food, and fresh-cooked meals to 132 member agencies and 207 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.

Job Title	General Accountant
Department	Finance
Reporting to	Payroll and Finance Manager
Location:	191 New Toronto Street, Toronto, ON, M8V 2E7
Salary:	\$58,000-\$68,000 per year; commensurate with experience
Terms:	35 hours a week / Permanent – full-time, on-site

Daily Bread offers an inclusive and engaging workplace culture, a competitive salary and a comprehensive **employer-paid** benefits package. The wages and benefits paid to Daily Bread Food Bank's full-time staff meet the requirements of the [Ontario Living Wage Network](#).

Other considerations for you:

- RRSP Matching after 1 year.
- Free daily lunches when on-site at 191 New Toronto St office.
- 15 days of Paid Vacation per year.
- Free on-site parking.
- Recognized as one of [Greater Toronto's Top Employers \(2024\)](#).
- Awarded Canada's Most Admired Corporate Cultures by Waterstone Human Capital (2023).
- Recognized as a 5-star rated charity by Charity Intelligence Canada (2023).
- Creative, kind, fun, and passionate team culture.
- Professional Development opportunities.
- Active social committee.

The Position

This role involves full-cycle management of Accounts Payable, including invoice processing, reconciliation, and payment. It also involves supporting month-end and year-end tasks, processing bi-weekly and semi-monthly payroll, and providing support for data compilation and reporting.

Responsibilities

- 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

- 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.
- Proficiency in English Language (both verbal and written).

Work Environment

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

How to Apply

To be considered, applicants must submit a cover letter and resume by **Wednesday, May 15th, 2024, 11:59 p.m.** to careers@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.

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