

JOB POSTING

Accounts Payable/Accounts Receivable (AP/AR) Associate – 6-month Contract

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 129 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 to educate the public and spark policy change.

Job Title	AP/AR Associate
Department	Finance
Reporting to	Manager, Finance and Payroll
Location:	191 New Toronto Street, Toronto, ON, M8V 2E7
Wage Rate:	\$30.22-\$32.42 per hour, commensurate with experience
Terms:	35 hours a week, 8:30 am to 4:30 pm; Full-Time, 6-month Contract, 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:

- Active social committee.
- Free on-site parking.
- Free daily lunches when on-site at the 191 New Toronto St office.
- Recognized as one of Greater Toronto's Top Employers (2024).
- Awarded Canada's Most Admired Corporate Cultures by Waterstone Human Capital (2023 & 2024).
- Recognized as a 5-star-rated charity by Charity Intelligence Canada (2023).
- Creative, kind, fun, and passionate team culture.

GENERAL RESPONSIBILITIES

The AP/AR Associate performs all administrative functions within the accounts receivable and purchasing/accounts payable cycle. The AP clerk must have a good understanding of Daily Bread's AP controls and be able to operationalize those controls and explain them to other staff members

SPECIFIC RESPONSIBILITIES

Accounts Receivable

- Cashing cheques through the system daily.
- Preparing weekly direct payment batches.
- Counting cash donations and deposit to the bank.
- Coordinating with the fundraising team to address discrepancies in payment documentation.
- Reconciling incoming payments on a daily basis with bank statement.
- Preparing weekly/monthly invoices for member agencies.
- Collecting invoices outstanding from member agencies.
- Updating customer ledger when new customers are added, or when customer information changes.
- Processing credit card information provided by donors.
- Maintaining donor record in bank account.

Accounts Payable Duties

- Entering invoices and credit memos into the system.
- Matching invoices with receiving documents and purchase orders.
- Following up with approvers to ensure timely approval of documents.
- Following up with vendors to address discrepancies on invoices or credit memos.

Other

- Fill out credit applications upon requests from vendors.
- Supporting other department staff with their use of the BC system.
- The AP/AR clerk should be cross-trained and have a working knowledge of the full scope of AP procedures (payment, updating vendor information, etc.) and will fill in for that role during colleague's vacations and absences.
- Other duties as may be assigned from time to time.

Health and Safety

- Promotes a safe and healthy workplace ensuring adherence to legislation and policy.
- Corrects substandard acts or conditions.
- Commends employee and supervisor health and safety performance.
- Meets the requirements of s. 25, 26, and 27 of the Occupational Health & Safety Act.

INTERNAL/EXTERNAL RELATIONSHIPS

- Internally, the AP Clerk interacts with staff of all departments to gather information on vendors and invoices.

EDUCATION/EXPERIENCE (or equivalent)

- Related 2 or 4 year degree with a minimum of 2 years of experience in a similar role.
- Experience in the not-for-profit sector is a definite asset.

KEY COMPETENCIES

- Proficiency in the use of computer programs for accounting (MS Dynamics 365 Business Central), Microsoft Office (Word, Excel, Access, Outlook)
- Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.

- Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Positively influence others to achieve results that are in the best interest of the organization.

WORKING CONDITIONS

The incumbent works in an office/warehouse environment at 191 New Toronto Street but is also required to work additional hours during month-end closing.

This role is for the existing vacancy.

How to Apply

To be considered, please submit a resume and cover letter by **Friday, April 25th, 11:59 pm** for the role to Human Resources – careers@dailybread.ca. Please note that applications will be reviewed on an ongoing basis.

Applicants must be legally eligible to work in Canada.

Daily Bread Food Bank is an equal opportunity employer and encourages applications from members of designated groups and those with lived experience of poverty or food insecurity. 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 at hr@dailybread.ca.

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