



## **CAMP OCHIGEAS**

### **Job Posting: Accounts Payable (AP) Coordinator**

Camp Oochigeas is a privately funded, volunteer-based organization that provides kids with cancer and kids affected by childhood cancer with a unique opportunity for growth through challenging, fun, enriching and magical experiences. Since 1984, Ooch has been providing magical camp experiences to thousands of children affected by childhood cancer. Camp Oochigeas provides on-site chemotherapy and blood work to our camper population during their stay at our 400-acre facility in Muskoka, ON. The Camp also provides year-round programming at The Hospital for Sick Children in Toronto and other pediatric oncology centres across Ontario as well as for children living in the community. Camp Oochigeas has experienced strong strategic growth in the last few years and is offering increased programming in order to better serve our community.

#### **Overall Purpose**

The AP Coordinator is responsible for organizing and administering the Accounts Payable function, including management of the employee corporate credit card program and vendor records, in accordance with organizational policies and procedures; with the purpose of ensuring accurate and timely processing of accounts payable and in helping to protect the organization from fraudulent exposure and theft. The finance coordinator will also support the finance team with the day to day operations of the department as required and directed by the finance manager such as, but not limited to, prepaid expense and petty cash management.

#### **Reports to: Manager of Finance**

#### **Specific Accountabilities:**

##### **1. Accounts Payable processing: (55%)**

- a) Handle the accounts payable inbox and organize all invoices, purchase orders, statements and other relevant documentation.
- b) Coordinate with all departments to ensure all invoices, purchase orders are properly approved and coded to authorized GL accounts .
- c) Review and audit invoices for proper authorizations, source documents and correct coding.
- d) Input Purchase Orders and manage accruals by month-end/quarter-end.
- e) Input and post payable invoices/expense reports to the financial software and prepare cheques for mailing and/or EFT file for upload to the bank.
- f) Preparing weekly cheque payment runs including cash requirement, prepayment reports and the bank register for Manager of Finance approval.
- g) Prepare and coordinate wire and EFT payments.

- h) Responding to vendor inquiries and communicating with vendors and employees to ensure any discrepancies are resolved and bills are paid on a timely basis.
- i) Maintain existing vendor records and setup new vendors, as approved by the Manager of Finance.
- j) Maintain and file accounting documents, which includes: invoices, receipt documentation, vendor banking information, vendor credit applications and other corporate documents as required.
- k) Maintain supporting documentation of Journal Entries prepared, approved by Manager of Finance.

## **2. Master Card processing: (25%)**

- a) Download and Distribute credit card expenditure reports for all card holders each month.
- b) Review all forms for proper receipts, coding and approvals.
- c) Follow up on and/or escalate issues or missing reports.
- d) Import all expenses in Financial Edge via Journal Entry and reconcile to statement and bank.

## **3. Cash management and other duties as assigned (20%)**

- a) Prepare cash / cheque deposits for bank.
- b) Handover/account of money for events.
- c) Account and manage Petty Cash.
- d) Support with bank reconciliation and other month end procedures.
- e) Manage and track prepaid expenses for accurate reporting.
- f) Prepare journals for fees associated with flow-through revenues.

## **Ethics**

Operate in keeping with the organization's commitment to ethical behaviour by: Helping to ensure that the integrity, image and quality of all programs are consistent with Camp Oochigeas' mission, operating principles and objectives and adhere to the code of ethics of Imagine Canada, the Association of Gift Planners, the *Canadian Code for Volunteer Involvement* and the *Code of Ethics* of the Association of Fundraising Professionals.

## **Key Relationships:**

- a) He/she reports to the Manager of Finance.
- b) He/she works closely and cooperatively with the Senior Accountant.
- c) He/she works collaboratively with the Manager, IT & Administration, Supervisor, Donations & Database, Donations Specialist, Events and Online Giving, Admin Support Specialist, and Front Office Coordinator.

## **Experience and Qualifications:**

- a) A total of 2 -3 years of prior and on the job experience is required to perform the required work.
- b) Completion of a three-year post-secondary program in a community college program preferably in accounting is required.
- c) Knowledge of and understanding of accounting principles.
- d) Knowledge of relevant legislation and regulatory requirements (HST rebates).
- e) Excellent proficiency in Excel and WordA commitment to exceptional customer service and a pleasant phone manner.
- f) Demonstrated ability to keyboard high-volume data quickly and accurately.
- g) Excellent written and verbal skills in the English language.

- h) Current police reference check and vulnerable sector screening.

#### *Advantageous Criteria*

- a) Current driver's license.
- b) Knowledge of donation and receipting process, and CRA regulations.
- c) Experience in the non-profit sector an asset.
- d) An understanding of the power of camp.
- e) Demonstrated commitment to volunteerism or volunteer sector.
- f) Working knowledge of relevant computer applications (preferably Raiser's and/or Financial Edge).
- g) Knowledge of data management and financial data analysis.
- h) Experience in at least in two financial software programs including spreadsheets.

#### *Personal/Professional Characteristics*

Planning and organizing, attention to detail, information collection and monitoring, problem analysis, problem solving, communication skills, confidentiality and integrity, able to work in a small office environment, and a demonstrated commitment to fundraising for children with special needs and exceptionalities.

#### **Particular Working Conditions**

- a) In consideration of the population Ooch serves, the incumbent is a non-smoker.
- b) This full-time position works out of the Toronto office.
- c) Some evening and weekend commitments may be required from time to time during busy times (ie: annual audit, month/quarterly reporting, etc.)

#### **Physical Requirements**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. The job is performed in a generally hazard free environment and in a clean atmosphere.

The minimum physical requirements for this position include:

- a) Able to operate a personal computer.
- b) Able to concentrate for long periods of time while maintaining accuracy.
- c) Able to lift up to 30lbs.

#### **Benefits**

This position offers a competitive salary, full benefits package, vacation, professional development, and performance based increases.

#### **Equal Employment Opportunity**

Camp Oochigeas invites applications from all qualified individuals. Camp Oochigeas is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens and permanent residents.

#### **Accessibility**

Camp Oochigeas provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. Accommodation will be provided, on request, to applicants with

disabilities to enable their participation in the recruitment, assessment, selection and hiring stages.

**Start Date:** Immediate

**To Apply**

Please send a cover letter, resume and expected salary to [hr@ooch.org](mailto:hr@ooch.org) by **May 24, 2019** with the email subject reading **Accounts Payable Coordinator**.

Fax, mail, or email is acceptable and needs to be addressed to the attention of:

AP Coordinator, Hiring Committee  
Camp Oochigeas  
464 Bathurst St.  
Toronto, ON  
M5T 2S6  
Fax: 416 961 2267  
Email: [hr@ooch.org](mailto:hr@ooch.org)

**No phone calls please**

*Only applicants selected for an interview will be contacted. For more information about Camp Oochigeas, please visit [www.ooch.org](http://www.ooch.org)*

*Camp Oochigeas is committed to employment equity and encourages applications from all qualified applicants.*