

CENTRAL NIAGARA (CN) – Accounts Payable Specialist

(Full time, 35hours/week)

Central Niagara is an organization that oversees the operations and functions of Central Community Center, which is located in the heart of Niagara. We are currently in need of a qualified individual to serve as an Accounts Payable Specialist on our Central Niagara (CN) Operations team.

WHAT YOU WILL DO:

Accounts Payable and Vendor Management:

- **Entering Invoices:** Inputting vendor invoices into the accounting system, ensuring accuracy and appropriate coding.
- **Weekly Check Runs and Cash Outflow Reports:** Preparing checks for payment based on approved invoices and generating reports to track cash outflow.
- **Monthly AP Aging Report:** Creating a report that details outstanding balances for each vendor, allowing for better management of payables.
- **Conversion of Cheques to EFTs:** Updating payment methods from physical checks to electronic fund transfers, ensuring a smooth transition and accurate recording.
- **Monitoring Accounting Emails and Correspondence:** Regularly checking emails related to accounting, addressing inquiries, and responding to vendor-related communications.

Payroll Assistance:

- **Timesheet Entry:** Inputting employee timesheets into the new payroll system, ensuring accuracy and adherence to relevant policies.

Employee Reimbursement:

- **Reviewing employee reimbursement requests,** ensuring that all necessary receipts are attached, amounts are reasonable, taxes are calculated correctly, and expenses are coded appropriately.
- **Utilizing Employee reimbursement Nexonia** to streamline the reimbursement process and manage employee expense claims efficiently.
- **Credit Card Reconciliations:** Matching credit card statements with corresponding receipts and transactions in the accounting system, identifying discrepancies, and resolving any issues.
- **Entering Bank Charges and Automatic Deductions:** Recording bank charges and automatic deductions from the company's bank accounts in the accounting system, ensuring accurate and up-to-date financial records.
- **Assistance with Other Financial Reports** and month-end reporting.
- **Assistance with Audit Completion:** Collaborating with auditors, providing necessary documentation and support, and addressing any inquiries or requests during the audit process to ensure a smooth completion.
- **Filing:** Organizing and maintaining physical or digital records of invoices, payment confirmations, and other AP-related documentation for future reference and audit purposes
- **Perform other duties** as assigned by your reporting manager



WHO YOU ARE:

- A person with a minimum of College Diploma
- Have a minimum of 2 years' experience in Accounting
- Reliable, dependable, and have a strong work ethic
- Are self-motivated and able to take initiative
- Has a valid driver's license and access to a vehicle
- A person who has a working knowledge of Office 365 including Word, Excel, Outlook, and PowerPoint.
- Approach the day-to-day work activities with a flexible and positive attitude

WHY YOU WANT TO JOIN US:

- The ability to impact and transform lives.
- Amazing team dynamic that is both highly motivated and passionate.

If you are interested in this position, please email your resume to hr@centralniagara.org

Only successful candidates will be contacted for an initial interview.

