

Bookkeeper

Permanent – 35 hours/week (Full-time)

Catholic Family Services of Peel-Dufferin (CFSPD) is a non-profit, charitable organization reflecting the values consistent with Catholic social teachings. CFSPD is a dynamic, growing family service agency with offices in Mississauga, Brampton, Orangeville and Bolton. CFSPD is committed to providing a positive work environment for its employees and excellent services to its clients.

Position Summary

CFSPD is currently seeking a Bookkeeper who will be responsible for performing day-to-day accounting duties such as coding, recording, posting and processing transactions, and reconciling and posting month end entries. The successful candidate would possess experience in payroll processing, benefits enrollments, accounts receivable, and accounts payable with the ability to maintain and accurately update accounting records. The Bookkeeper reports to the Manager of Finance and works closely with the General Accountant. This position will be based in Brampton, Ontario.

Responsibilities

- Maintain bank account records, reconcile bank accounts and balance chequebooks
- Code invoices for approval, prepare cheques and submit payments
- Maintain the payroll master file information and input into departmental summaries
- Prepare and process payroll on a biweekly basis to ensure pays are issued on time
- Verify employee hours worked and ensure proper approvals and controls are followed.
- Ensure all banking information for each employee is correct.
- Onboard new employees including processing new-hire paperwork, establishing employee payroll files, and ensure new employees are set up in payroll system.
- Maintain employee information by entering and updating employment and status-change data.
- Manage payroll errors and correct issues for employees.
- Enroll and terminate employees on the various benefit plans (disability, life insurance, extended health, dental, pension)
- Administer group insurance and pension plans payments
- Maintain and reconcile the petty cash funds
- Prepare and issue invoices and follow up on late accounts
- Record cash receipts and make bank deposits
- Respond to inquiries and requests regarding payroll and other book keeping duties
- Maintain an orderly accounting filing system
- Perform other duties as assigned

Qualifications

- Post-secondary education in accounting, mathematics, economics, business or similar field
- Strong accounting and bookkeeping skills with an attention to detail
- Minimum 2 years of proven bookkeeping experience including payroll processing
- Experience using Sage and ADP Payroll an asset
- Proficient in the use of the Microsoft Office Suite (Outlook, Word, PowerPoint, Excel, Teams, SharePoint).
- Excellent quantitative analysis and organization skills
- Strong communication (written and verbal) skills
- Positive attitude and desire to produce high-quality deliverables.
- High standards of ethics and confidentiality to handle sensitive information.
- A satisfactory criminal records check.
- Willing to work within a Catholic values framework

Why Apply?

We offer a comprehensive benefits package (pension plan, extended health, dental & insurance benefits) and generous leave provisions. Our organization also provides flexibility with work hours, work life balance and free parking.

How to Apply

If you are interested in the above opportunity, please send your resume and cover letter to humanresources@cfspd.com. This posting will remain open until position is filled.

CFSPD is an equal opportunity employer and is dedicated to hiring staff that reflect the diversity in our community. We will make reasonable accommodations to enable applicants with disabilities to participate in the recruitment process upon request to humanresources@cfspd.com. We invite candidates from diverse communities to apply.

We thank all applicants for their interest in Catholic Family Services of Peel-Dufferin but we will only contact those selected for consideration.