



Careers at Renascent:

Accounts Payable Lead/Accountant (Jr.)

Permanent Full-Time Position

Application Deadline:

September 2nd, 2019

About Renascent:

Renascent is an accredited leader in the addiction treatment field, with a legacy of serving people impacted by substance addiction for nearly 50 years. As a charitable health care organization, Renascent is committed to the values of compassion, respect, and empathy, as well as evidenced-based approaches and continuous improvement. Renascent addiction treatment programs provide person-centred care within an abstinence-based model, integrating 12 step facilitation with current best practice clinical approaches. Due to the impact of addiction on families, specialized programs and support are also offered for family members, including children. In addition to providing treatment, Renascent actively engages communities through the Renascent Foundation to raise awareness, funds and resources for the treatment and prevention of addiction.

About the position:

Reporting the Director of Finance and Administration, the Account Payable/Accountant (Jr.) will provide the day-to-day accounting and production of timely and relevant financial information.

Role & Responsibilities:

- Manage full cycle Accounts Payable.
- Assist with month-end closing; manage banking transactions.
- Responsible for end to end Payroll Process
- Conduct account reconciliations, including balance sheet accounts.
- Assist in annual auditing, annual budget preparation and with Directors' Variance Analysis.
- Assist/backup for AR / credit card payments, and AR collections
- Assist office manager with daily mail and couriers with adherence to the "Mail Opening Deposit Procedure"; liaise with delivery person on weekly inter-office delivery system.

Qualifications:

- Minimum of three years of Accounts Payable experience along with the ability to handle competing priorities.
- Must be a Certified Payroll Practitioner
- Excellent communication, strong organizational skills and an eye for detail.
- Enrolled or final stage of CPA is an asset.
- Proficient with accounting systems (familiarity with Raiser's Edge/Financial Edge is an asset)
- MIS/OHRS knowledge or MOH and LHIN reporting experience is an asset
- Must have a professional attitude with the ability to work discreetly with confidential information.
- Ability to work in an efficient manner with process improvement in mind.
- Work independently as well as part of a team.

Submitting an Application:

Interested applicants are invited to apply on or before September 2nd, 2019. Including a cover letter in your application package is strongly encouraged.

Contact email address: hfinance@renascent.ca

Renascent wishes to thank all individuals who apply for this position, however, only applicants who are selected for an interview will be contacted.

Renascent is committed to creating a diverse environment
and is proud to be an equal opportunity employer.