

Job Posting

About the CFPC

Representing more than 37,000 members across the country, the College of Family Physicians of Canada (CFPC) is the professional organization responsible for establishing standards for the training, certification and lifelong education of family physicians and for advocating on behalf of the specialty of family medicine, family physicians and their patients. The CFPC accredits postgraduate family medicine training in Canada's 17 medical schools.

Our Mission: Leading family medicine to improve the health of all people in Canada—by setting standards for education, certifying and supporting family physicians, championing advocacy and research, and honouring the patient-physician relationship as being core to our profession.

Our Vision: Leading family medicine. Improving lives.

Our Values: Caring; Learning; Collaboration; Responsiveness; Respect; Integrity; and Commitment to Excellence.

We are recruiting for an Accounting Coordinator

Posting #: 2019-14
Department: Finance and Asset Management
Division: Corporate Services
Reports to: Manager, Finance
Classification: Support Staff
Status: Permanent Full Time
***FTE:** 1
Level: 3

Main Responsibilities

Working both independently and as part of the team, this position will be responsible for a variety of accounting functions to contribute to the effective operations of the Finance and Asset Management Department. The incumbent will coordinate and assist in the financial/operational processes. This is an evolving role and some tasks may change as the departmental structure changes with respect to needs arising out of the Financial Reporting model and as other roles in the team change due to evolving work responsibilities over the near future.

Responsibilities include:

- Processes membership payments
- Performs month-end closing activities in the payment system and records revenue in the financial reporting system appropriately in different revenue streams
- Uploads/updates customer records in the financial reporting system as required
- Prepares, processes and issues invoices for various departments of the College
- Records various receipts into the financial reporting system (EFT, cheques, CC)
- Prepares and sends the EFT authorization forms to customers as required
- Prepares, manages and reconciles the Accounts Receivables Subledger to the General Ledger, including analyzing the aging report and sends out reminders for payments and write-offs, when required
- Prepares/reviews Bank Deposits on a weekly basis for the Financial Analyst to take Deposits to the Bank
- Records bank transfers in the financial reporting system
- Assists in reconciling/preparing year end T4A Statements for College and FAFM Programs
- Reviews, analyzes, prepares and posts recurring AR accruals and ad hoc journal vouchers as required
- Draws down from Deferred revenues on a monthly basis and brings forward any inconsistencies in Revenues received
- Assists in monthly and year end closings and prepares analysis of Deferred Revenues and Restricted Cash as requested
- Participates on special Projects, as required and assists in tracking Project spend
- Prepares/assists with the year-end audit schedules and reconciliations
- Prepares and processes adjustment entries per manager's request
- Coordinates with various departments of the College for matters related to financial reporting
- Prepares or assists in preparation of ad-hoc financial reports, as required
- Participates in College wide events and activities as needed
- Works respectfully, positively and collaboratively within a team environment
- Works in accordance with all policies, procedures and processes, and federal and provincial legislation
- Works in accordance with all health and safety requirements

- Other duties as assigned

Requirements (knowledge, experience, education, competencies):

- College diploma with specialized training in Accounting or related field
- Pursuing a professional accounting designation an asset
- Minimum 3 years' related work experience
- Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in English
- Intermediate computer skills in MS Office 2010 (Word, Outlook, Excel, PowerPoint)
- Intermediate knowledge of working with Enterprise Resource Planning (ERP) and accounting/book-keeping system(s); experience working with Dynamics GP will be an asset
- Excellent organizational skills
- Ability to work independently with a high degree of accuracy & confidentiality
- Excellent analytical skills and a very high attention to detail
- Enthusiasm for taking on new challenges, developing skills and knowledge
- Manages time wisely; performing tasks effectively and efficiently
- Proven ability to work under pressure in a fast paced changing environment
- Excellent interpersonal skills

Working Conditions:

- Open-concept office environment

Hours of Work:

- 8:00 a.m. – 4:00 p.m. *or* 8:30 a.m. – 4:30 p.m. *or* 9:00 a.m. – 5:00 p.m. Monday to Friday
- Flexibility to work extended hours occasionally to meet deadlines

**If you share our passion, and are committed to living our CFPC Values
please submit a cover letter and your résumé referencing the posting# 2019-14 to: careers@cfpc.ca by 5pm on July 23, 2019.**

The CFPC is committed to fostering a healthy and positive work environment. In accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* and the *Ontario Human Rights Code*, The CFPC encourages applications from all qualified candidates and will accommodate applicants' needs throughout all stages of the recruitment and selection process. If selected to participate in the recruitment and selection process, please inform Human Resources of any accommodation(s) that you may require to ensure your equal participation.

We thank all those who apply but only those selected for further consideration will be contacted.

*Full-Time Equivalent

