

JOB POSTING – Accountant, Accounts Payable

Organization:	Right To Play International
Department/Division:	Finance
Work location:	Toronto, Canada
Work arrangement:	A combination of in-office and remote-working in accordance with Right To Play's work arrangement and the operational needs of the department
Authorized to work in:	Canada (Eligible to work legally without requiring sponsorship)
Target Hiring Range:	\$50,000 - \$53,000 CAD per annum
Target Start Date:	October 2022
Contract Duration:	Permanent/Full-time
Closing Date:	Open until position is filled

BACKGROUND:

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity using play. By harnessing play, one of the most powerful and fundamental forces in a child's life, we helped 2.3 million children last year to stay in school and out of work, to prevent life-threatening diseases like HIV and malaria and to stay safe from exploitation and abuse. We are the only global development organization focused exclusively on using play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play reaches children through experiential programming in 15 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and eight national offices across Europe (Germany, The Netherlands, Norway, Sweden, Switzerland, UK) and North America (Canada, US).

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- Accept Everyone – *Be intentional about inclusion*
- Make Things Happen – *Seek opportunities to lead and innovate*
- Display Courage – *Act with integrity*
- Demonstrate Care – *Look after yourself and one another*
- Be Playful – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

JOB SUMMARY:

Reporting to the Finance Manager, the Accountant, Accounts Payable is responsible for the daily, full-cycle administration of the accounts payable function. You will be responsible for ensuring that payables are accurately processed and reconciled, reviewing and processing a high volume of invoices to ensure compliance with all policies and guidelines, and flagging/following-up on any overdue items.

PRIMARY RESPONSIBILITIES:

Job Responsibility #1: Invoice Processing and Vendors/Diners Credit Card Process (50% of Time):

- Receive, review, and process invoices, Electronic Funds Transfer (EFT) requests, and/or other related documentation for completeness and compliance with financial policies and procedures
 - Verify and process vendor invoices. Perform calculations to determine appropriate payment, amounts, taxes, etc., and make modifications as necessary.
 - Process EFT payments to vendors on a weekly basis or as requested
 - Post A/P transactions and General Ledger transactions on a daily basis
 - Ensure up-to-date bank balance for CAD/USD accounts and send it to the Controller, Global on a daily basis
 - Prepare monthly Diners Statement and provide outstanding Diners list
 - Record and review each Diners transaction and upload it into the A/P batch
 - Apply accounts payable invoices to the payment
 - Process monthly payments online for Diners credit card and other bills, etc.
 - Process Journal Entries and submit to the Controller, Global for approval
 - Deposit weekly cheques, provide a copy of the deposit slip, and update bank balances
 - Create and send the Purchase Order (PO) for air tickets for Canadian employees
 - Process Monthly Allocations
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Job Responsibility #2: Employee Expenses for Staff Located in Canada (20% of Time):

- Process employee advances as requested by EFT or WT
 - Receive and review travel expenses/cash/credit card expense reports. Perform calculations to determine appropriate amounts, accounts, project codes, taxes, currency, etc.
 - Inform staff of outstanding balances in the Employee Advance Account
 - Post G/L batches into Microsoft Dynamics 365 (S365)
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Job Responsibility #3: Wire Transfers & Electronic Fund Transfers (EFT) (20% of Time):

- Wire transfers/EFT to Projects/Vendors/Expat salaries as & when required
- Create and update wire transfer templates through Scotia Bank website



- Process wire transfers/EFT through Scotia Bank and request exchange rates from Western Union and provide the list of wire transfers to be wired
- Provide list of total wire transfers/EFT and the differences in exchange rates
- Prepare/enter and post wire transfer/EFT vouchers into Microsoft Dynamics 365 (S365)
- Ensure sufficient funds for wire transfer/EFT

Job Responsibility #4: Reconciliation, Filing, and Other Tasks as Assigned (10% of Time)

- Reconcile the accounts payable sub ledger on a monthly basis
- Reconcile vendor statements, make phone calls, and resolve discrepancies
- File and review contracts, update contract list, and assign contract number
- File paid invoices/wire transfers/credit card and other related documents
- Reconcile Diners credit card to the general ledger account on a monthly basis
- Other responsibilities as required

MINIMUM QUALIFICATIONS (Must have):

EDUCATION/TRAINING/CERTIFICATION:

- Post-secondary education in Business, Accounting or Finance, or equivalent work experience

EXPERIENCE:

- 2 years accounts payable experience
- Experience in handling the reconciliations of accounts payable, accruals, and prepaid expenses

COMPETENCIES/PERSONAL ATTRIBUTES:

- Ability to work well under pressure, handling multiple demands that are non-sequential
- Self-motivated with ability to work independently
- Ability to use discretion, and maintain confidentiality
- Keen attention to detail
- Strong organizational skills
- Excellent time and priority management skills

KNOWLEDGE/SKILLS:

- Strong Microsoft Excel skills
- Solid understanding of financial control policies/procedures
- Knowledge of Microsoft Dynamics 365 (S365) accounting software





LANGUAGES:

- Fluency in spoken and written English.

DESIRED QUALIFICATIONS (An Asset):

- Experience working within a non-profit organization

WHO YOU ARE:

You are excited to be a part of an organization that helps protect, educate and empower children to rise above adversity using play. You bring strong time management and organizational skills and have a keen attention to detail. You are comfortable working under pressure, within tight deadlines, and can handle multiple demands while still offering excellent service. You are self-motivated, able to work independently as well as part of a team, and you understand the importance of discretion and confidentiality within your role.

WHAT YOU'LL GET:

The opportunity to work with a passionate, innovative and collaborative team where you have the ability to make things happen. You will gain experience working for a Great Place to Work® Canada Certified and globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). In addition, we offer a competitive salary and benefits package including Group RRSP Plan, gym membership, flexible work policy (e.g. work from home and flex hours), personal days, personal learning and development days and summer/winter hours.

HOW TO APPLY:

If you are interested in applying for this position, please click [here](#) to apply with your resume and cover letter.

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.



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We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

EMPLOYEE VACCINE POLICY:

To protect the health and safety of our employees and the communities we serve, Right To Play requires all employees and volunteers based in Canada to be fully vaccinated against COVID-19. **The successful candidate will be required to provide proof of vaccination against COVID-19 as a condition of employment.**

ACCOMMODATION:

Should you require any form of accommodation during the recruitment process, kindly contact the People & Culture team by email at careers@righttoplay.com

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.