



# APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

416-461-8143 | [www.applegrovecc.ca](http://www.applegrovecc.ca)

Internal/External

## JOB POSTING

### Bookkeeper/Information Clerk (Part Time)

#### PRIMARY RESPONSIBILITY

This position is responsible for the delivery of high-quality administrative, bookkeeping, payroll, and customer service activities that foster effective service coordination, customer relations, and financial accountability.

#### DUTIES AND RESPONSIBILITIES

##### Finance

- Undertake assigned bookkeeping responsibilities including various accounts payable, accounts receivable, and payroll activities. Operate computerized accounting systems up to trial balance and enter adjusting entries as directed.
- Process cheque requisitions, vendor invoices, and support related aspects of financial systems administration, including back-up documentation, signing authorities, filing, audit preparation, etc.
- Input payroll/personnel information and prepare biweekly payroll for entry, including identifying errors and inaccuracies and following up with the relevant parties to ensure accurate payroll information.
- Provide high-quality professional customer service when dealing with vendors, suppliers, contractors, funders, and customers to ensure timely payment of approved expenditures and collection of revenues.
- Perform clerical duties relating to receipts, disbursements, and recording and filing of business office records.

##### Administrative & General

- Deal with client inquiries, including phone, email communication, and in-person visitors
- Maintain agency paper and electronic record systems
- Assist the Finance Manager to accomplish annual and strategic work plan

#### KNOWLEDGE AND EXPERIENCE

- Post-secondary in a relevant discipline or equivalent combination of related education and experience.
- Minimum of 3 years direct experience in non-profit finances, with 1 year payroll experience
- Demonstrated effective oral and written communication skills
- Excellence in customer service relations
- Sound decision-making and judgment skills
- Proficient in spreadsheet and database applications
- Demonstrated ability to work in a fast-paced, demanding, complex environment; to meet deadlines while ensuring accuracy and attention to detail
- Demonstrated ability to work with diverse customers including newcomers, seniors, children, teens
- Assets include:
  - CGA/CMA/CA at third year level
  - Experience working with Sage 300

## TERMS OF EMPLOYMENT

Hours per Week	20 hours per week
Hours of Work	At least 3 days per week between Monday and Friday (schedule to be determined jointly), with occasional evenings and weekends
Union Status	Union Position - CUPE Local 2998 – Wage Grade 8
Starting Hourly Rate	\$25.35 (City of Toronto 2023 Wage Grid for Union Staff)
Benefits	Eligible to enrol in health, dental, life and disability benefits after completing probation; Eligible to enrol in OMERS pension plan from day one
Reports to	Finance Manager
Location	Due to the nature of the work, this job will be performed onsite

## OTHER REQUIREMENTS

- A satisfactory Police Records Check will be required (Applegrove will cover the cost)

## APPLICATION INSTRUCTIONS

**Provide your cover letter and resume no later than 6pm on October 5 to:**

Susanne Burkhardt, Executive Director  
Applegrove Community Complex  
60 Woodfield Road  
Toronto, Ontario M4L 2W6  
Email: [sburkhardt@applegrovecc.ca](mailto:sburkhardt@applegrovecc.ca)

For email submissions please use the subject line “Bookkeeper/Information Clerk” and provide your cover letter and resume as one PDF document.

Please also share which pronouns you would like us to use when corresponding with you in your email or your cover letter.

*Applegrove is an equal opportunity employer and encourages applications from diverse candidates.*

*In accordance with Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and the City of Toronto’s Accommodation Policy, accommodation will be provided in all parts of the hiring process. Applicants are asked to make their needs known in advance.*