



We are hiring an Office Assistant.

We are looking for an experienced Accounting and Administrative Assistant to join our team in Toronto, Part-time Position (approx. 25 hours per week)

| Summary | |
|---|---|
| Work Location: 3570 Victoria Park Avenue, Suite 207, Toronto, Ontario M2H 3S2 | Educational Level: Post-Secondary |
| Mandatory: CPIC/Vulnerable Sector Check | Legally entitled to work in Canada (With SIN). |
| Deadline for applications: October 20, 2021 | Experience: 3-4 years years in Accounting and Administrative duties |

Education and Experience

- ✓ Diploma or degree in accounting and payroll (with focus on human resources)
- ✓ Excellent knowledge and work experience using QuickBooks, Microsoft Office applications, such as Word (word processing) and Excel (spreadsheets), etc.
- ✓ 3-4 years of office administrative and accounts experience with specific experience as follows:
 - At least One year experience with accounts payable and receivable
 - At least One year experience with business, sales and office administration, preferably in a non-profit sector
 - At least One year experience in human resources and payroll.

Responsibilities

Accounting Skills and Knowledge:

- Attends to accounts payable, and accounts receivable process.
- Invoices and receives order for products and process the payment
- Records sales of product / services in excel sheets, on a month-to-month basis.
- Tracks bank transactions on a day-to-day basis
- Manages the inventory of products and supplies as required
- Prepares all documentation and process bi-weekly Payroll, etc.

Office Skills and Knowledge:

- Performs reception desk coverage, schedule and confirm appointments on a day-to-day basis.
- Answer's telephone and email enquiries and relay telephone calls and messages to the concerned
- Provides direct administrative support including sales, packing and mailing products as requested.
- Skillfully handles copying, printing, scanning and mailing documents as required
- Responsible for all mailroom functions including recording & following-up with all mails.
- Conduct cold calls, and web surfing to gather details of potential non-profits, as required.

Send applications to:

Canadian Multifaith Federation, 3570 Victoria Park Ave., Suite 207, Toronto, ON M2H 3S2

Fax: 416-422-4359 E-mail: cmfsrc@cmfsrc.ca

No phone calls please. We thank all applicants for their interest. Only applicants selected for an interview will be contacted.

The Canadian Multifaith Federation (CMF) is a not-for-profit organization providing research, education & advocacy on spiritual and religious diversity.