



Inspire - Community Support Services is a non-profit, multi-service community-based agency. The agency is currently looking to fill a permanent full-time Senior Accounting Clerk position who will be responsible to provide individualized service planning and case management support for clients. This position will work out of our Cornwall office.

Position Title: **SENIOR ACCOUNTING CLERK**

Reporting Relationship: Reports to the Executive Director

Role accountabilities:

- Review and process vendor and client invoices, ensure proper GL coding and approvals, and facilitate vendor and client payments.
- Ensure accurate and timely recording and analysis of financial transactions.
- Perform reconciliation of bank accounts, credit cards, and ledger accounts.
- Completes HST, EHT and other reporting as required.
- Responds to internal and external queries, examines issues, resolves invoice exceptions, and escalates as required
- Receives payment from clients, reconciles, and prepares bank deposits
- Prepares month-end and year-end entries, completes monthly account reconciliations, and supports the annual audit process
- Tracks specific program financial allocations (Passport and individual client budgets), generates reports, and reports variances
- Prepares monthly/quarterly/annual financial reports for the Executive Director
- Assists in the preparation of annual budgets, Ministry quarterly financial reports and statistical reports.
- Processes payroll and provide service for payroll matters, verifies information received, and ensures compliance with policy and procedures
- Completes data input including new employees, deductions, benefits, promotions, leaves, and terminations
- Works with Human Resources to track employee time off and accruals
- Processes records of employment, benefit updates, and other special requests
- Assists with the procurement of supplies and equipment.
- Maintains inventory of fixed assets, clinical testing resources and supplies
- Maintains filing systems in accordance with records management policies and procedures
- Performs other finance related duties as required
- Works with the Executive Director to plan, manage and procure required goods and services (such as furniture, office equipment, office supplies, etc.).

Knowledge:

- Knowledge of accounts payable, receivable, and payroll policies, procedures, and processes
- Knowledge of collective agreements and relevant governing legislation, policies, procedures, and processes (taxation, CPP, EI, HST/EHT reporting)
- Knowledge of office productivity software and databases, and technology devices

**Position Requirements:**

- Completion of college diploma in business, accounting, or related discipline

Experience:

- Greater than three years of previous work experience in financial services or accounting

Communication and Interpersonal Skills:

- Provides first point of contact for accounting related inquiries
- Explains, clarifies, and exchanges process and procedural information
- Interacts across a range of stakeholders with a focus on the provision of financial support and the exchange, collection, and dissemination of information

Complexity and Problem Solving:

- Works with autonomy to complete tasks
- Identifies issues, consults, and follows policies, procedures, and processes
- Prioritizes and adapts office activities in accordance with schedule and defined timelines and deadlines

Impact:

- Contributes to the effective and efficient operations of core accounting practices and services
- Contributes to and supports completion of work unit activities
- Contributes to the accuracy and timelines of work unit deliverables

Responsibility for the Work of Others:

- Familiarizes new employees with tasks, duties, practices, and processes

Physical and Sensory Demands

- Uses computers and other office equipment
- Work is primarily performed at a desk with freedom of movement
- Concentration and visual effort during document preparation including cross checks of information and data accuracy
- There are interruptions to workflow including answering phones, reception, staff requests

Working Conditions

- Works in office environment
- 35 hours per work week
- Starting salary \$53,690 per year

All interested parties are invited to submit their resume and cover letter to the attention of Stephanie Nalepa, Director of Human Resources and Administration, via email at snalepa@inspire-sdg.ca **no later than 4pm on Friday, November 13, 2026.**

Inspire Community Support Services is committed to Employment Equity. We welcome diversity in the workplace and encourage applications from all qualified individuals including members of visible minorities, aboriginal persons, and persons with disabilities. We comply with the AODA (Accessibility for Ontarians with Disabilities Act) and will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities. Applicants need to make their accommodation needs known when contacted.