



June 13, 2022

## JOB POSTING

**Position:** Junior Accounting Clerk  
**Reports to:** Armen, Karapetyan, Finance Officer  
**Type:** Part-time, 2.5 days a week  
**Starting salary:** \$22 /hour  
**Start Date:** Jul 1, 2022

### Summary:

The Junior Accounting Clerk will provide administrative and accounting support for the delivery of Toronto Arts Council and Toronto Arts Foundation bookkeeping tasks weekly.

### Accounting Responsibilities include:

- Processing vendor invoices and payment requests (QuickBooks) weekly
- Maintaining files and electronic records
- Updating and maintaining vendor files, payment file system
- Validating banking info submitted by vendors, juries, and grant recipients
- Assisting with a year-end audit and T4A filing
- Assisting with other tasks as assigned by the Finance Officer

### Key qualifications/requirements:

This position requires more than one year of full-cycle accounting or bookkeeping experience, strong organizational skills, attention to detail, and a high degree of accuracy. Work experience with accounting software in particular, QuickBooks is preferred.

The successful candidate will perform balance sheet account reconciliations including bank reconciliations, reconcile credit card receipts (monthly) and be proficient with Windows-based software (Word, Excel). Knowledge of online data systems and file management, and basic knowledge of accounting principles is an asset. The ability to keep strict confidentiality is mandatory.

### To apply:

Please submit cover letter and resume in a single PDF document by 5:00 pm on **June 24th, 2022 by email only** to [accountant@torontoartscouncil.org](mailto:accountant@torontoartscouncil.org) and specify *Junior Accounting Clerk* in the subject line.

We thank all applicants for their interest. Only those selected for an interview will be contacted. No telephone inquiries please.

Toronto Arts Council is an equal opportunity employer and is committed to diversity and inclusiveness in its employment. We welcome applications from individuals who identify as belonging to our equity priority groups: Persons of Colour, Deaf Persons, Persons with Disabilities, Persons Living with Mental Illness, Indigenous, 2SLGBTQIAP. Accommodations are available on request for candidates taking part in the selection process.