



**TEN THOUSAND
VILLAGES**

Job Title: Accounts Payable/Store Accounting Coordinator (14-month term)
Reports To: Director of Finance
Department: Finance
Location: Ten Thousand Villages Canada Office and Distribution Centre, New Hamburg, ON
Term Date: June 10, 2019 until August 14, 2020

Job Synopsis:

Ten Thousand Villages Canada is hiring for a 14-month term position of Accounts Payable/Store Accounting Coordinator (14-month term). The term is available from June 10, 2019 until August 14, 2020.

The Accounts Payable/Store Accounting Coordinator (14-month term) is responsible for coordinating and processing accounts payable transactions and providing accounting support in the preparation of monthly financial statements and maintenance of accurate financial records.

Qualifications:

- 1-3 years accounting experience
- Diploma or degree in Accounting
- Understanding of accounting principles and procedures
- Proficiency with Microsoft Office and working knowledge of computers and accounting software. Experience in Pointforce software, preferred
- Strong organization and time management skills to ensure scheduled deadlines are met
- Extreme attention to detail, ensuring the highest quality work in all aspects
- Ability to work independently with excellent organizational and multi-tasking skills
- Proven track record of accuracy and thoroughness
- Confidentiality
- Problem solving skills
- Excellent communication skills – verbal and written
- Ability and willingness to work with others
- Able to initiate work without constant direct supervision
- Understanding and appreciation for the program of Ten Thousand Villages and Alternative/Fair Trade practices.

Key Responsibilities:

- Responsible for verifying, coding and data entering of invoices and requisitions

- Manage weekly cheque run and additional cheques as required
- Prepare vendor cheques for disbursement
- Reconciliation of payments
- Monitor accounts to ensure payments are current and up to date
- Resolve invoice discrepancies
- Correspond with vendors and respond to inquiries
- Provide Customer Service by answering phones and responding to manager inquiries and other accounting matters
- Compiling and reconciling daily store activity
- Sales tax remittances
- Update product information in POS and Pointforce software
- Weekly/monthly sales reports
- GL Account Analysis and month-end reconciliations
- Along with Trainer, provide training to new store managers and retraining to staff regarding store accounting procedures
- Be familiar with all duties of the Accounting Coordinator role to provide backup when required during vacations and absences
- Assist with other duties as requested by the Director of Finance

Accountability Framework:

The Accounts Payable/Store Accounting Coordinator (14-month term) will be held accountable for the overall promptness and accuracy of accounts payable and other month end routines using the following performance indicators:

- Accounting documents, records and reports are prepared, maintained and typed accurately in a timely manner
- Accounts payables are made in a timely fashion and overdue fees are not incurred
- Accuracy of payments of accounts
- Lack of complaints from store accounts
- Accuracy of store accounting
- Sales Taxes remitted by due dates

Other Job Information:

This position reports directly to the Director of Finance. Some over-time work is expected. Any lieu time granted for over-time hours must be approved in advance by the Director of Finance.

Physical/Mental Requirements:

- Sitting for prolonged periods of time in front of a computer.
- Ability to manage a high-stress work environment, because of the nature of multiple demands on one's time.
- Capability to handle detailed, complex concepts and problems and balance multiple tasks simultaneously.

Hours:

- Approximately 37.5 hours/week

Remuneration:

- Salary will be direct deposited into an account chosen by the employee and paid on a bi-weekly basis.

Ten Thousand Villages welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Please submit one document with cover letter and resume, electronically to
puritymuchiri@mcccanada.ca