Job Title: Junior Accountant & Payroll/Benefits Administrator (Part-Time 4 days/week)

Location: 425, Cherry Street

Reports To: Manager, Finance Unit

Hours: 9am – 5pm Weekdays

Salary Range - $28.97 - $36.22 per hour

Are you interested in working in the urban Indigenous community? Anishnawbe Health Toronto is a fully accredited community health center offering access to health care for Indigenous people living in the GTA. With Indigenous culture and tradition at its core, AHT offers a full range of services and healthcare providers, including Traditional Healers, Medicine People, primary care and mental health practitioners, and service providers focusing on the social determinants of health. We provide care from a blended model of Traditional and Western approaches to improve our clients' wellbeing. As the Payroll & Accounting Coordinator, you will
you will be in proximity to Traditional Healers and Traditional knowledge carriers, where you will engage in consultation and learn cultural approaches to healing and wellness

Duties & Responsibilities:

- Process full-cycle payroll for employees while ensuring accuracy and confidentiality
- Maintain employee payroll records, benefits, pension contributions, and statutory deductions
- Prepare and reconcile payroll journal entries to the general ledger
- Process payroll remittances, Records of Employment (ROEs), and year-end T4 reporting Report on group health, HOOPP, EHT, HST and T030
- Reconcile monthly billing related to employee benefit programs, and update employee's files as required
- Reconcile bank payroll accounts and balance sheet accounts
- Assist in processing accounts payable, accounts receivable, and employee expense reimbursements
- Prepare journal entries and assist with month-end and year-end financial close
- Assist in preparing financial reports for senior management, funders, and the Board of Directors
- Monitor expenditures against program budgets and funding agreements
- Ensure compliance with nonprofit accounting standards, internal controls, and applicable federal and provincial regulations
- Assist with annual audits by preparing schedules, reconciliations, and supporting documentation
- Maintain the general ledger and investigate discrepancies to ensure financial accuracy
- Support cash flow monitoring and financial reporting activities
- Collaborate with Human Resources to ensure payroll changes, new hires, leaves, and terminations are processed accurately
- Assist with budget preparation, forecasting, and variance analysis
- Other tasks/projects as required

Qualifications & Experience:

- Post-secondary education in Accounting, Finance, Business Administration, or a related field
- 2–3 years of progressive experience in accounting, payroll, or a related financial role
- Experience processing full-cycle payroll and maintaining confidential employee payroll records
- Knowledge of Canadian payroll legislation, including income tax, CPP, EI, EHT, and other statutory requirements
- Strong understanding of accounting principles, including general ledger maintenance, journal entries, account reconciliations, and financial reporting
- Familiarity with T4s, Records of Employment (ROEs), payroll remittances, and year-end payroll reporting
- Proficiency with Microsoft Excel, including the ability to use formulas, organize data, and perform reconciliations.
- Experience with month-end and year-end financial processes, account reconciliations, and audit preparation
- Experience with accounting, payroll, and/or HRIS systems; Dayforce Powerpay experience is an asset.
- Experience in a non-profit, healthcare, or similarly regulated environment is considered an asset

Why Choose Anishnawbe Health?

AHT offers a competitive salary and comprehensive benefits package. As the Payroll & Accounting Coordinator, you will be a member of a multidisciplinary team including but not limited to psychiatry, Traditional Healers, counsellors, Two Spirit Trans services, primary care, Rapid Access Addiction Medicine, Housing Supports, and programming for children and youth. All services are delivered from a newly developed location in Toronto’s Canary District.

How to Apply: Ready to embark on a rewarding journey with Anishnawbe Health? Submit your cover letter and resume by email to recruitment@aht.ca as a single document to become an integral part of a team committed to holistic health and a strong community.

Position will remain open until filled

Applicants who are Indigenous and meet the requirements of the job posting will be given first consideration in the hiring process.

Anishnawbe Health Toronto is committed to diversity and values the contribution of its employees from diverse backgrounds and experiences. We welcome applications from Indigenous persons, visible minority group members, women, and persons with disabilities, members of sexual minority groups, and others who contribute to greater diversity of perspectives.

(If you are invited for an interview and require accommodation, please let us know*)*
Meegwetch to all applicants, however, only those selected for an interview will be contacted.