



765 Queen Street East
Toronto, ON M4M 1H3
416-392-6810
www.ralphthornton.org

JOB POSTING

ACCOUNTANT – PART-TIME CONTRACT

The Ralph Thornton Community Centre (RTCC), a community managed City agency , is a dynamic neighbourhood centre involved in community development and social justice in South Riverdale. RTCC collaborates with others to create a diverse, inclusive, livable, participatory, healthy, and equitable community.

We are seeking an accountant with excellent analytical skills and high attention to detail and accuracy. This position is an indefinite contract of approximately 6 hours per week to perform standard bookkeeping and related functions for the Ralph Thornton Community Centre and its separate charitable partner, the Ralph Thornton Community Organization (RTCO). RTCC receives core administrative funding from the City of Toronto, while funding programs through a combination of donations, grants, space rental revenues, and user fees. RTCO receives between \$25,000 and \$50,000 in donations per year. The Accountant reports to the RTCC Director of Operations

POSITION DETAILS

Work Location: 765 Queen St E, Toronto ON M4M 1H3

Job Type & Duration: Contract, indefinite

Affiliation: Non-Union

Shift Information: Approximately 4 to 6 hours a week (increased hours during annual audit and preparation for audit)

Fees: \$45 to \$70/hour, billed monthly

Benefits: None

Posting Period: Closes 11:59 PM on Sunday 25 May 2025

RESPONSIBILITIES:

- Accounts Payable, including processing approved cheque requisitions and invoices, producing cheques for signatures, and entering disbursements in the Centre's accounting system (approximately 10 to 15 payments per week)
- Accounts Receivable, including registering payments via cheque, cash, ETF/credit card, preparing bank deposits, and entering in the Centre's accounting system (average of 1 deposit per month)
- Bank Reconciliations, using bank statements and the Centre's accounting system
- Payroll, including occasionally submitting to payroll service (typically as a back-up during staff absence), preparing payroll and benefits summary for General Ledger entries
- Routine reporting and remittances, including OMERS and health benefits (monthly), WSIB reporting, HST and Public Bodies Rebate returns (quarterly), and EHT (annual)
- Operates the Centre's accounting system including A/R, A/P, G/L, Payroll, and Bank Reconciliation. Enter adjusting entries as directed by the Director of Operations
- Review financials and make adjustments, as required
- Produce general financial reports for grant reporting and finance committee review, as requested
- Performs year end account reconciliations and prepares for year-end audit
- Provide accounts payable/receivable services for the Centre's separate charitable partner (RTCO), including supporting preparation of necessary financial statements and annual charitable returns (less than 1 hour/month plus some additional support for annual charity return)

EDUCATION AND KEY QUALIFICATIONS:

- Designated CPA with a minimum of 2 years related experience in the non-profit sector
- High level of computer literacy, including proficiency with QuickBooks and Microsoft Office suites
- Highly developed problem-solving skills and ability to effectively communicate orally and in writing
- Experience with WorkForce Now and OMERS an asset

Employment Equity: Committed to employment equity, the Ralph Thornton Community Centre encourages applications from Aboriginal people, people with disabilities, members of visible minority groups, LGBTQ2S+ and women. The Ralph Thornton Community Centre is committed to building an inclusive society and providing an accessible environment in which all individuals have access to the City's services and programs in a way that respects the dignity and independence of people with disabilities.

Accommodation: The Ralph Thornton Community Centre is committed to creating an accessible and inclusive organization. We are committed to providing barrier-free and accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require Code-protected accommodation through any stage of the recruitment process, please make them known when contacted and we will work with you to meet your needs. Disability-related accommodation during the application process is available upon request.

Application Deadline: 11:59 PM on Sunday 25 May 2025

Please send resume and cover letter via email to:

careers@ralphthornton.org

Subject Line: Accountant, Ralph Thornton Community Centre

Please note: We thank you for your interest. Only those selected invited for further screening or an interview will be contacted.