



JOB DESCRIPTION:

Organization:	Community Centre 55
Position Title:	Finance Assistant
Salary:	Wage Grade 8 - Step 2 \$28.24/hr (CUPE Local 2998)
Benefits:	Mandatory benefits, including OMERS (commencing on start date) and Health, Dental Life, AD&D, and LTD (upon completion of probation)
Hours:	9:00 am to 5:30pm. Some evenings and weekends. 40 hours per week (1/2 hr unpaid lunch)
Accountability:	Finance and Business Director
Function:	The Finance Assistant plays a key role in streamlining financial operations by accurately managing day-to-day tasks and maintaining precise financial records. This position is responsible for the delivery of high-quality administrative, bookkeeping, payroll, and customer service activities that foster effective service coordination, customer relations, and financial accountability.
Status:	Permanent Full Time

PURPOSE & MANDATE:

Community Centre 55, otherwise known as Centre 55, is an agency of the City of Toronto and a registered charity serving the Beaches-East York community since 1975. Centre 55 offers a variety of adult educational and recreational programs and is a multi-site licensed child care provider serving the needs of families with children ages 18 months to 13 years.

Centre 55 also runs a very popular summer camp program for children aged 5 to 12 years

old; it is the lead organizer of the Beaches Santa Claus Parade; and has a long-standing Share A Christmas program, which donates grocery gift cards and unwrapped toys to local families in need.

Vision: Enriching our community as a welcoming place of inspiration, belonging, and well-being

Mission: Through programming and service excellence, we contribute to a healthier and happier community

Values: Compassionate, Inclusive, Generous, Responsive, Collaborative

RESPONSIBILITIES:

ACCOUNTING & FINANCIAL OPERATIONS

- Handle accounts receivable: prepare and distribute invoices, follow up on outstanding payments.
- Process cheque requisitions for approval, and execute payments via cheque, EFT, and bank transfers.
- Prepare banking transactions and deposits, and perform internal audits reconciling deposits against receipts, reporting discrepancies to the Finance & Business Director.
- Input monthly general ledger (G/L) transactions and internal budgets into Sage 300, and assist with balance sheet account analysis and fiscal year-end closing.
- Support the annual audit by preparing audit files, researching and compiling required documentation, and assisting with reporting.
- Process annual charitable tax receipts as required.

PAYROLL & EMPLOYEE RECORDS / HR ADMINISTRATION

- Calculate and process payroll using ADP; maintain confidential payroll files.
- Manage employee files, including pay rates, benefits, OMERS offers, and disciplinary records.
- Compile and maintain reports for EHT, WSIB, benefits, and union grievances (as needed).
- Maintain LVS reports (lieu time, vacation, and sick time) via the ADP system.

REPORTING & STAKEHOLDER ENGAGEMENT

- Assist the Finance & Business Director in preparing financial and operational reports for the Board of Management, staff, and City of Toronto departments.

- Maintain confidential files and information, ensuring proper security and accuracy.
- Provide high-quality professional customer service to vendors, suppliers, contractors, funders, and clients to facilitate timely payment and collections

QUALIFICATIONS:

- 5+ years of previous experience in bookkeeping, accounting or other similar financial role (preferably in a non-profit setting). Preference will be given to candidates currently pursuing a Chartered Professional Accountant (CPA) designation.
- Post-secondary degree in accounting, business, or relevant discipline
- Experience using Sage 300, Excel, and payroll systems (preferably ADP).
- Ability to handle sensitive and confidential records with discretion.
- Experience in preparing Budgets and Financial Statements
- Excellent communications, organizational, and time management skills
- Must be punctual, with a high attention to detail and accuracy.
- Knowledge and understanding of GAAP principles
- Able to work flexible hours including evenings, weekends when needed.
- Pass a Vulnerable Sector Police Background Check

Equity, Diversity and Inclusion

The City of Toronto is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness that reflects the diverse residents that we serve. Learn more about the City's commitment to employment equity.

Accommodation

The City of Toronto 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.

How to Apply

Please send your resume and cover letter to careers@centre55.com or in-person at 97 Main Street, Toronto, ON, M4E 2V6 (Attention: Pat McSweeney, Finance & Business Director)

Deadline for applications: Friday, October 31, 2025 (5pm EST)