



**Women's Health in Women's Hands
Community Health Centre**
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JOB POSTING

Job Title: Intermediate Accountant

Employment Type: Full-Time

Existing Vacancy: Yes

Is Artificial Intelligence used for screening or assessment of candidates: No

POSITION SUMMARY:

The Intermediate Accountant will support the Finance team in the full-cycle accounting needs of the organization. They will also be responsible for accounts payable and receivable processing, bank reconciliations, payroll, pension, account reconciliations for programs, supporting the Finance director with maintaining the general ledger, month-end close procedures, financial reports, audits, and assisting with various other accounting and finance tasks. This position is ideal for a finance professional who combines strong technical accounting and operations expertise with people skills, enabling working with various teams across the organization.

KEY RESPONSIBILITIES:

- Responsible for accounts payable management in Great Plains accounting system and ensure accurate and timely processing of vendors, transactions, and vendor payments.
- Follow up and resolve accounts payable discrepancies and perform vendor account reconciliations.
- Process vendor payments by cheque and electronic funds transfer (EFT).
- Prepare and issue accounts receivable invoices as required & process cheque deposits.
- Perform monthly bank account reconciliations.
- Assist with Dayforce payroll administration, issue resolution, payroll inquiries and year-end tax form.
- Assist with identifying and recording grant payments, ensuring compliance with grant terms.
- Prepare and post journal entries related to revenue, expenses, and accruals
- Assist with analyzing variances between actuals and budget, providing detailed explanations.

- Prepare financial reports as required by the finance department
- Oversee the charitable donations process and issue tax receipts
- Assist in the preparation of annual budgets and periodic forecasts.
- Prepare the semi-annual HST claim submission.
- File all contracts for grants and perform monthly filing of documents.
- Ensure compliance with all regulatory requirements.
- Gather and prepare supporting documents for year-end closing and participate in the preparation for annual external audits.
- Assist auditors by providing requested documentation and explanations.
- Work with internal and external stakeholders to resolve any issues causing backlog
- Participate in special projects and initiatives to improve financial processes and controls.
- Provide training and support to other team members on accounting operations.
- Support the recommendation, implementation and maintenance of process improvements within the departments to alignment between operations and finances.
- Perform additional duties as assigned by the Senior Management.

QUALIFICATIONS:

- Bachelor's Degree in accounting, finance, or related field.
- Minimum five (5) years of progressive accounting and finance experience, ideally in healthcare, community health, or non-profit.
- Accounting designation (CPA or equivalent) or working towards the designation is preferred; equivalent experience will be considered.
- Working knowledge of Great plains software, Ceridian payroll products; Dayforce experience is strongly preferred.
- Demonstrated ability to work in a fast-paced environment with strong commitment and initiative to work as part of a team, with minimal supervision.
- Strong attention to detail and high level of accuracy is a must.
- Ability to work independently and as a part of the team.
- Proficiency – Intermediate to advance MS Office (particularly Excel)
- Excellent communication and interpersonal skills.

REPORTING:

This position reports to the Director of Finance and Administration.

APPLICATION PROCESS:

To apply for this challenging opportunity in a dynamic organization, please forward your resume and cover letter with the subject line: **"Intermediate Accountant"** to the attention of:

Women's Health in Women's Hands Community Health Centre
Human Resources Department
recruitment@whiwh.com

APPLICATION DEADLINE:

Posted: July 14, 2026

Closing: Until Filled

COMPENSATION: Based on qualifications and experience, starting at \$56,041 annually, with step progression to a maximum of \$68,013.

WHIWH is committed to reflecting the diversity of the communities it serves, and we strongly encourage applicants who reflect Toronto's ethnic and cultural diversity and our priority populations.

We welcome and encourage applications from all qualified candidates.

WHIWH is working towards gender equity in pay

**We thank all applicants for their interest; however,
Only those selected for an interview will be contacted.**