



# JOB POSTING

Meta's mission is to offer a wide spectrum of services and personalized supports to help people live inclusive, engaged and enriched lives in the community.

Meta is currently seeking applicants that possess the skills, knowledge and experience working with individuals who have a developmental disability.

## FULL-TIME ACCOUNTING CLERK

**POSITION:** Full-Time Accounting Clerk (Non-Union Position)

**CURRENT LOCATION:** 401 Champagne Drive, North York

**DATE POSTED:** June 25, 2025

**APPLICATION DEADLINE:** July 4, 2025 4:30pm

## HOURS AND DAYS OF WORK

Monday to Friday from 8:30am to 4:30pm (40 hours per week)

## QUALIFICATIONS

- Diploma or degree program with specialization in Accounting and Finance field
- Proficient in the use of Microsoft Office, Accounting Software, Simply Accounting Knowledge and Outlook
- 2 years of previous experience with finance and accounts
- Excellent written and oral communication skills as well as strong organizational skills
- Must have the ability to work as a team and independently
- French language is an asset

## JOB DUTIES

- Assist with time sheets, volunteer client hours, petty cash, expense reports, utility invoices and manage receipts submitted by managers, supervisors and staff
- Manage Accounts Receivable (AR), invoicing, payment tracking and reconciliations
- Provide support for Accounts Payable (AP) tasks as needed
- Assist the Finance team, remain flexible and responsive during peak periods or staff absences
- Other duties/responsibilities as assigned

## CONTACT INFORMATION

Only resumes/applications forwarded to  
**[careers@metacentre.ca](mailto:careers@metacentre.ca) or [aganesharajah@metacentre.ca](mailto:aganesharajah@metacentre.ca)**

will be accepted for this posting

(Reference #: FTAC-06-25)

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