



College of  
Massage  
Therapists of  
Ontario

# CAREER OPPORTUNITY

## FINANCE COORDINATOR (AP CLERK)

### (18-MONTH CONTRACT)

#### WHO WE ARE

The **College of Massage Therapists of Ontario (CMTO)** regulates Registered Massage Therapists (RMTs) and exists to protect the public interest. By ensuring that RMTs maintain professional Standards of Practice and are held accountable for their conduct, CMTO protects the public's right to receive high quality, safe and ethical Massage Therapy treatment. The College operates in a non-unionized environment and is conveniently located near transit in midtown Toronto.

#### ABOUT THE ROLE

Reporting to the Finance Manager, the Finance Coordinator supports the College through effective, timely, and accurate processing of Accounts Payable, expense claims, and payroll functions, leveraging their expertise and excellent customer service. As the primary point of contact, they will maintain knowledge of the College's finance policies and provides information and guidance to registrants, staff, Council and other stakeholders with regards to routine finance related activities.

#### KEY DUTIES AND RESPONSIBILITIES

- Manage the accounts payable process from recording and processing expenses to payments via cheque, EFT, and credit cards
- Manage and process recoverables and make deposits.
- Record and process payroll for CMTO employees, temporary staff, contracted employees, Council/director fees
- Process and record expense claims (employees, Council, committees, contracted employees) ensuring mathematical accuracy and adherence to the College's expense reimbursement policies
- Process, maintain and reconcile the College's Petty Cash Fund.
- Assist in month-end procedures including but not limited to AP and credit card reconciliations
- Maintain complete and organized financial records in accordance with CMTO records retention policies and in compliance with statutory requirements.
- Assist with process improvement initiatives for the department.
- Provide relief for Reception and ad hoc support as needed to other departments as required.
- Ad hoc projects as required.

#### SKILLS

- Intermediate Microsoft Office suite skills, including advanced knowledge of Excel
- Intermediate to advanced proficiency in Accounting software and expense management systems (Sage50, Sage300, QuickBooks Online and SAP Concur)
- Strong knowledge/experience with high volume Accounts Payable

#### College of Massage Therapists of Ontario

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- Understanding of Payroll; experience with ADP preferred
- Solid organizational, time management, and planning skills;
- Strong sense of ownership and the ability to complete multiple tasks with accuracy, within deadlines;
- Demonstrated ability to build relationships within and outside the organization;
- Strong judgment and problem-solving ability; business acumen;
- Good written communication skills and ability to convey messages clearly;
- Team player and self-starter with a desire and aptitude for learning;
- A positive attitude and interest in performing the position's duties;
- Able to communicate complex information and respond appropriately to various levels of staff based on active, critical and patient listening;
- Readily understands and adapts to organizational change and initiates process improvement, as appropriate;
- Strong attention to detail; and
- Flexible, resilient and resourceful in dealing with organizational change and shifting priorities.

### QUALIFICATIONS

- University degree or College diploma in Accounting/business administration plus minimum 4 years' experience in an Accounts Payable role.
- Experience working with elected and appointed Councils, Boards and/or Committees a strong asset.
- Experience working in a not-for-profit organization, preferably in the health, education or other knowledge-based sector preferred

Competitive salary commensurate with experience. This is a terrific opportunity for someone who is looking to join a collaborative, respectful team within a growing non-profit organization!

### INTERESTED?

To be considered for this role, please forward your resume and cover letter to [resumes@cmto.com](mailto:resumes@cmto.com) on or by September 4, 2019. **Please state the job posting title and your name in the subject line of the email.**

*We thank all applicants for their interest in CMTO. Please note, only applicants selected for an interview will be contacted.*

*The College of Massage Therapists of Ontario promotes diversity in the workplace and is committed to ensuring that its recruitment and other employment activities are fair and equitable. Accommodations are available at all stages of the employment cycle upon request.*

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