

Employment Opportunity

External Posting



POSITION	PROGRAM	DETAILS
Accounts Payable & Finance Coordinator	Corporate Services	Full-Time
NUMBER OF POSITIONS	DURATION	SALARY
1	Permanent	\$60,913.00 - \$65,990.00

Banyan is a not-for-profit organization that has provided quality services to the youth justice, children, and senior's community support sectors since 1978. Banyan is committed to improving the mental, physical, and social well-being of at-risk populations in our service areas of Hamilton, Niagara, Brant, Haldimand, Norfolk, and Wellington.

PURPOSE OF THE POSITION

Reporting to the Director of Finance & Administrative Services and working in accordance with Banyan's policies, practices, and procedures, the Accounts Payable & Finance Coordinator is primarily responsible for the timely and accurate administration of full-cycle accounts payable and vendor payment functions. This position supports Banyan's financial operations through invoice processing, disbursement administration, reconciliations, routine accounting entries, and financial tracking for specialized programs, including Grocer-Ease. Additionally, the role provides operational support for corporate services, including vehicle fleet records, facility service requests, and Joint Health & Safety Committee activities, while maintaining complete and audit-ready financial documentation.

POSITION RESPONSIBILITIES

Supervising and overseeing agreements:

- Receive, code, obtain electronic approvals, and accurately process vendor invoices in Microsoft Dynamics 365 Business Central.
- Prepare and process bi-weekly EFT and cheque payment runs, ensuring timely disbursements and proper authorization.
- Perform monthly Accounts Payable sub-ledger reconciliations; investigate and resolve invoice, pricing, or payment discrepancies.
- Maintain accurate, up-to-date vendor files, master data, tax records, and banking information.
- Serve as the primary point of contact for internal staff and external vendors regarding invoice and payment inquiries.
- Administer corporate credit cards, including account setup/cancellation, credit limit adjustments, monthly statement tracking, and receipt coding.
- Manage and reconcile petty cash funds and process routine expense reimbursements.
- Support financial tracking and administrative requirements for specialized programs (e.g., Grocer-Ease).

General Accounting & Departmental Support:

- Accurately enter routine accounting transactions, accounts receivable invoices, cash receipts, and bank deposits into Business Central.
- Perform routine bank reconciliations and match cash transactions under the direction of senior finance staff.
- Assist senior staff with routine journal entries, monthly balance roll-forwards, and routine close preparation.
- Compile and organize supporting documents, schedules, and receipts for audits, funder reporting, and annual filings.
- Maintain clean, organized, and audit-ready physical and electronic financial files in accordance with retention policies.
- Identify opportunities to streamline day-to-day accounts payable and administrative workflows.

Facilities & Operational Coordination:

- Coordinate routine service calls, building maintenance requests, and vendor appointments for the main office facility.
- Maintain up-to-date inventory, licensing, and service schedules for organization vehicles.
- Conduct or coordinate monthly workplace safety walk-throughs and represent the department on the Joint Health and Safety Committee (JHSC).
- Provide general administrative support to the Finance & Operational Services team as needed.

ROLE COMPETENCIESClassification Specific

- Problem-Solving Skills: develop strategies using a system thinking approach. Identify and analyze problems so that viable solutions are found.
- Managing Multiple Priorities: ability to remain calm and multi-task within a multi-disciplinary environment.
- Analytical Skills: ability to understand, analyze and reconcile information and avoid errors.
- Computer Skills: competent in using MS Office suite of products to produce quality results.
- Team Player: works cooperatively within team to achieve goals and to foster commitment, spirit, pride and trust.
- Time Management Skills: ability to accomplish tasks within timeframes and by deadlines.

QUALIFICATIONS

- College Diploma-Business Admin.
- Minimum 1 to 3 years' experience in a similar role including Accounts Payable.
- Keyboarding skills, spreadsheet knowledge, and knowledge of accounting software, preferably Dynamics & Business Central.
- Provide and maintain an acceptable Criminal/Vulnerable Sector Record.
- Proficient in the use and application of Microsoft Office Suite products and data bases.
- Competent in the use, development, and maintenance of spreadsheet programs (Excel).
- Competent in the use of networks for access to information and e-mail.

WORKING CONDITIONS

- The Accounts Payable & Finance Coordinator will conduct business from the designated office where standard office working conditions and the use of standard office equipment will apply.
- Sitting for extended periods of time.

- Hours of work will regularly fall within normal business hours, however occasional evening, weekend and holiday hours may be required based on operational needs.
- Periodic travel to other offices.
- On Call for IT HelpDesk.

Banyan is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Banyan is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our staff.

We are committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our Manager of Human Resources or hiring manager of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Please Note:

- This posting is for an existing vacancy.
- We use AI based tools to assist with the screening and assessment of applications as part of our hiring process.

PLEASE FORWARD YOUR RESUME AND LETTER OF INTEREST BY NO LATER THAN OCTOBER 15, 2026 TO

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 Hamilton, ON L8V 1M1
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 (905) 549-9011 (fax)