Employment Opportunity
EXTERNAL POSTING

Position	Program	Details
Junior Accountant	Corporate Services	Full-Time
Number of Positions	**Duration**	**SALARY**
1	Permanent	$ 64,722.00 – $ 69,796.00

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.

POSITION SUMMARY

- Reporting to the Director of Finance & Administrative Services and working in accordance with Banyan's policies, practices, and procedures, the Junior Accountant is responsible for the timely and accurate administration of accounts payable and assigned accounting functions, while providing support to the Finance and Administrative Services team
- The role supports the organization's financial operations through transaction processing, vendor and payment administration, reconciliations, journal entries, month-end and year-end close activities, financial reporting support, budgeting support, and maintenance of accurate financial records and documentation. The Junior Accountant also provides coordination and administrative support for corporate services, including fixed assets, fleet, equipment, and facilities.
- The Junior Accountant is also responsible for the financial administration of the Grocer-Ease program, including processing accounting transactions and maintaining related financial records, reports, and supporting documentation for internal and external stakeholders.
- The position plays an important role in maintaining accurate financial information, supporting effective internal controls, meeting established financial timelines, and providing responsive service to internal and external stakeholders.

MAJOR RESPONSIBILITIES

ACCOUNTS PAYABLE & VENDOR MANAGEMENT

- Receive, code, obtain electronic approval, and enter invoices into the accounting system in accordance with established policies and procedures.
- Prepare and process bi-weekly EFT and cheque payments and ensure timely and accurate disbursement.
- Prepare monthly Accounts Payable reconciliations and investigate and resolve discrepancies.
- Maintain accurate and up-to-date vendor files, records, and account information.
- Communicate with vendors and internal stakeholders to resolve invoice, payment, and account-related inquiries.

- Assist with establishing and maintaining preferred suppliers to support favourable pricing and purchasing practices.
- Administer and reconcile petty cash.
- Administer corporate credit cards, including adding and removing cardholders, adjusting credit limits, obtaining statements, and coordinating monthly reconciliations.
- Prepare monthly, quarterly, and ad hoc invoices for reimbursement and other receivable requirements.
- Receive, record, and process bank deposits and EFTs in accordance with established procedures.

FINANCE

- Accurately process financial transactions in Business Central, including accounts payable, accounts receivable, expenses, revenues, receipts, and other accounting entries.
- Maintain complete, accurate, and organized financial records and supporting documentation.
- Prepare monthly bank and corporate credit card reconciliations, investigate discrepancies, and ensure transactions are appropriately supported, coded, and recorded.
- Assist with maintaining the general ledger and prepare and post routine and standardized journal entries in accordance with established procedures and approvals.
- Support monthly and year-end financial close activities, including assigned reconciliations, accruals, schedules, working papers, and other close requirements.
- Compile financial information, account summaries, schedules, and supporting data for monthly, quarterly, and annual financial reporting.
- Monitor and reconcile assigned cash and expense transactions and prepare expense summaries and supporting information for financial review.
- Support budgeting activities by collecting and entering financial information, monitoring actual expenditures against budgets, and identifying variances for review.
- Assist with routine financial analysis by gathering, organizing, and formatting financial data.
- Identify and investigate routine accounting discrepancies and escalate unusual, complex, or unresolved matters to senior Finance staff.
- Maintain organized and audit-ready documentation for accounting transactions, reconciliations, journal entries, and other financial activities.
- Assist with audits, government funding reporting, tax-related filings, and other compliance requirements as assigned.
- Apply established financial controls, policies, and procedures and identify and escalate control concerns or exceptions.
- Identify opportunities to improve and standardize recurring accounting processes and make effective use of Business Central, Microsoft Excel, and other available technology.
- Provide timely and professional responses to routine finance-related inquiries from internal and external stakeholders.
- Support Finance team administrative requirements and other finance-related activities as assigned.
- Support the administration and financial tracking requirements of the Grocer-Ease program.

FACILITIES & WORKPLACE SERVICES

- Maintain up-to-date inventory and licenses of all Banyan vehicles.

- Coordinate the ongoing maintenance and servicing of the main office building, including communication with service providers, building tenants, and the landlord.

- Coordinate building-related service calls, maintenance requests, and follow-up activities.
- Conduct or coordinate monthly workplace inspections and support the identification and follow-up of workplace maintenance and safety requirements.
- Participate as a member of the Joint Health and Safety Committee (JHSC) and support related administrative and follow-up activities.
- Support the Finance and Administrative Services function with other operational and corporate services activities as required.

COMPLIANCE, CONTROLS & CONTINUOUS IMPROVEMENT

- Maintain confidentiality and integrity of financial, vendor, employee, and corporate information.
- Ensure assigned activities are completed in accordance with organizational policies, procedures, financial controls, and applicable regulatory requirements.
- Maintain accurate and accessible physical and electronic records in accordance with organizational retention requirements.
- Identify opportunities to improve efficiency, accuracy, standardization, and service delivery within assigned functions.
- Adhere to established monthly, quarterly, and annual financial timelines and deadlines.
- Perform other related duties and responsibilities as assigned.

QUALIFICATIONS

- College Diploma-Business Admin.
- Minimum 4 to 5 years' experience in a similar role including purchasing.
- Keyboarding skills, spreadsheet knowledge, and knowledge of accounting software, preferably Dynamics GP.
- Provide and maintain an acceptable Police Record Check.
- 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 Jr. Accountant 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 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 COVER LETTER BY NO LATER THAN SEP 10, 2026 TO:

Banyan Community Services
688 Queensdale Avenue East, Suite 2B
Hamilton, ON L8V 1M1
recruit@banyancs.org

(905) 549-9011 (fax)