

Coordinator, Accounts Payable & Accounting

Operations | Location: Toronto



The Role:

As Coordinator, Accounts Payable & Accounting, based on our nationwide Finance team, you will handle a broad range of financial and accounting responsibilities, including financial analysis, bank and monthly account reconciliation, Visa expense reporting and journal entry. With full exposure to, and involvement in, the full Finance business lifecycle, this is a fantastic opportunity for an organized and detail-oriented CPA student who is keen to grow their career in Finance!



What We Do:

Arthritis Society Canada is on a mission to fight the fire of arthritis with the fire of research, innovation, advocacy and information and support. That's because arthritis robs six million Canadians of their mobility, mental and physical well-being, and in some cases, their livelihood. It is Canada's most common chronic condition, and there is no cure.



Why Join Us:

A career with us is more than just a job. It's an opportunity to use your talents to push back against the devastation of arthritis. Fighting the fire of arthritis gives meaning to our work, incites collective action and drives us to excellence in all we do. Our bold and ambitious strategic plan, Accelerating Impact, is propelling our work to create transformational change. We are a united, transformative and impactful culture, and we will empower you to be successful in your role and build your career. We are honored to be 3-time Canada's Most Admired™ Corporate Cultures award winners, and proud to be accredited under Imagine Canada's Standards Program.



Our Operations Team:

Our operations team ensures the smooth and efficient day-to-day operational and administrative running of our organization, with talented people nationwide in the areas of HR, IT, Finance & Data. With one eye on excellence in internal client service to our partners across all business units, and one eye on innovation, we are driven to equipping our people proactively with the strategic and operational resources they need to be successful in making an impact.



Key Accountabilities:

Accounts Payable Support (40%)

- Monitor Accounts Payable mailbox and communicate with stakeholders/vendors
- Verify invoice coding, enter into system, and follow up with approvers
- Support month-end AP processes and reporting
- Prepare AP-related journal entries and reconciliations

Financial Analysis Support (30%)

- Assist Analyst, Finance with monthly reconciliations and reporting
- Support budget preparation and variance analysis processes
- Prepare basic financial reports and analysis
- Assist with Raiser's Edge to Financial Edge reconciliation
- Support ad hoc analysis and reporting requests

Month-End & Reporting Support (20%)

- Assist with month-end closing processes and documentation
- Support financial statement preparation and analysis
- Help with audit preparation and documentation
- Assist with quarterly rebate claims (HST, QST, property tax)
- Support annual reporting processes

Professional Development & Process Innovation (10%)

- Participate in CPA-related training and development activities
- Cross-train across multiple finance functions for backup coverage
- Assist with special projects and analysis as assigned



Qualifications, Experience & Skills:

- Degree in Finance, Accounting or a related field, with at least one (1) year of work experience gained from a busy financial/accounting environment.
- Excellent Microsoft Office computer skills, including proficiency with MS Excel and various accounting software, preferably Financial Edge.
- Strong organizational skills and attention to detail. Highly effective time management skills, with the ability to prioritize multiple tasks.
- Excellent communications skills. Bilingual (English/French) language skills an asset.



Working Conditions:

This position is designated to our Toronto office in a hybrid model. This means you will work at least two (2) days a week from our Toronto office and the rest of the days remotely/from home. The exact days you are required to work from our office will be determined by your supervisor. This will include in-person meetings, events, retreats and other opportunities to connect and collaborate.



Some Highlights of What we Offer:

- **Performance Rewards:** Pay for performance incentive program.
- **Health & Wellness:** Extended healthcare benefits (including dental, vision, prescription drugs & disability coverage), choice of healthcare spending account and/or healthy living account, virtual 24/7 healthcare access & discounted fitness membership.
- **Time-Away Programs:** Vacation (at least 3 weeks), personal days, holiday closure & summer hours.

- **Ways of Working:** Working with us doesn't have to mean working in an office to have an impact. Our dedication to enabling you to flourish means that you can have choice and flexibility in where you work and live, subject to the needs of your role, the people you serve and our requirements. We have a hybrid working model, with home and office-based options available. We will always list a primary location which will be where you go for in-person teamwork.
- **Retirement Planning:** DCPD whereby you contribute 4% of earnings & we match this with 5%, and a convenient reduced-fees Group RRSP scheme.

The salary range for this position is \$51,600 to \$65,000 per annum, commensurate on skills and experience.



Apply Now:

This job posting is for an existing vacancy. If you are interested in, and qualified for, this exciting opportunity, please submit a cover letter and resume to hr@arthritis.ca by **5pm EST on February 13, 2026**. As an innovative organization that embraces technology to enable smarter ways of working, we may leverage AI in certain early stages of our applicant screening process, however all final selection decisions are made by our hiring team. We thank all applicants for their expression of interest, however only those selected for an interview will be contacted.

Interested in a different role or know someone that would be a great fit for our team? We are creating an organization that is an exceptional place to work and volunteer. You are encouraged to visit our official careers site at www.arthritis.ca/careers where you can view all our current job opportunities across Canada, and learn more about why you should join our team to help extinguish arthritis for good!