TNG Community Services
CENTRAL NEIGHBOURHOOD HOUSE
NEIGHBOURHOOD LINK
ST. STEPHEN'S COMMUNITY HOUSE

GREATER TORONTO'S TOP 2026 EMPLOYERS

ASPIRE to Excellence® carf CANADA ACCREDITED

The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House

JOB OPPORTUNITY Job# TNG2026-188

POSITION TITLE: Accounts Payable/Accounts Receivable Specialist	
DEPARTMENT: Finance	**STATUS:** Regular Full-Time, Non-Bargaining Unit
# HRS / WEEK: 35	**CONTRACT DATES:** N/A
REPORTS TO: Controller	**SALARY:** $71,132 (39.08/hr)
EXTERNAL POSTING DATE: posted until filled	

GENERAL DESCRIPTION: The Accounts Payable/Accounts Receivable Specialist position reports directly to the Controller at The Neighbourhood Group Community Services (TNGCS) in Toronto and is an integral member of the Finance team responsible for performing the day to day processing of supplier invoices, discretionary employee benefits, reconciling petty cash, advances and employee credit cards. The incumbent will receive vendor invoices and cheque requests from any of the departments across TNGCS including Child Care, Housing, Urban Health and Homelessness Services, Trustee Hub, Independent Living, Human Resources, the office of the CEO etc. There are over 50 funded programs at TNGCS, and Accounts Payable reviews invoiced amounts against the budgeted expenses, pays third parties or employees by scheduling and preparing cheques, resolving any inconsistencies between the invoice details and the approved purchase order, ensuring credit is received for overpayments or other adjustments, and issuing stop-payments or ensure payments reflect purchase order amendments. The incumbent will allocate Accounts Receivables and perform Bank Reconciliations and will be responsible for full cycle Accounts Payables and Receivables (where applicable) functions.

MAJOR DUTIES:

- Process all invoices with a purchase order into the system on a timely basis and match to appropriate purchase order and purchase order line. Ensure due diligence by confirming that all required supporting documentation and approvals are available to support making a payment. Records postings of cash receipts, direct deposits and accounts receivables related to funding and donations.
- Identify and code payments in accordance with Canada Revenue Agency requirements for HST, taxable services, taxable benefits, etc.
- Ensure timely resolution of any discrepancies encountered in processing and matching purchase orders, receiving documents and invoices through the system.
- Clarify any questionable invoice items, prices, or service/goods receipt signatures.
- Obtain proper information and/or data regarding invoice payments such as banking information for electronic deposits to vendor accounts.
- Liaise with appropriate finance member team and/or review the accounting/banking system to ensure availability of funds when releasing payments.
- Follow up on inquiries from vendors, staff and auditors relating to payments and cash receipts
- Ensure all invoices are processed within standard turnaround times and/or ensure that invoices are processed within payment terms established, particularly if discounts are available.
- Follow TNGCS policy for requisition of goods/services and invoices without a purchase order.
- Issue payments related to bills, invoices, account statements and other financial statements.
- Maintain cheque security at all times.
- Code, total, batch, enter, verify, and reconcile transactions such as account payable, purchase orders, cheques, invoices, cheque requisitions, and bank statements in General Ledger/Computer System.
- Reconcile and manage invoices and payments for assigned vendors. Receive satisfactory payment approval confirmation from vendors.
- Follow up and resolve outstanding invoices, credit notes and any items over 30 days old.
- Reconcile and post into GL Accounting system employee credit cards expenses and allocate expense transactions accurately and in a timely manner to appropriate programs.
- Ensure Credit Cards policies are consistently applied across all departments and programs
- Record follow up and complete resolution on outstanding invoices on payment system and status
- Keep Controller up to date on issues.

- Maintain accounts payable and accounts receivables aging reports and files in accordance with Finance Department standards.
- Participate in month and year end accounting processes including preparing journal entries related to expenses and previous spending and preparation of audit schedules and analysis and provide support for financial audits
- Monitor and promote internal controls
- Maintain an effective and professional working relationship with staff and vendors.
- Respond to queries in a timely manner.
- Attend agency and finance team meetings.
- Other duties as assigned

REQUIREMENTS & QUALIFICATIONS:

- Bachelor's Degree or College Diploma in business or accounting or equivalent experience.
- Minimum 3 years' experience in Accounts Payable, Receivable and Account Analysis
- Experience dealing with vendors, data entry, generating reports using MS Excel, and generating accounting reports.
- Intermediate knowledge and experience with MS Office is mandatory, accounting programs and software an asset. Working knowledge of MS Dynamics 365 Business Central is highly desirable.
- Well-developed organizational and prioritization skills with the ability to work in a fast-paced, high volume environment.
- Meticulous attention to detail with a high degree of accuracy under tight processing deadlines.
- Maintains strict confidentiality at all times.
- Excellent communication skills both oral and written.
- Sound judgement and problem-solving skills.
- Ability to complete work per deadlines.
- Aptitude for accurate and fast numerical calculations involving mathematical skills.
- Comfortable around technology and automation and open to new ways of paying invoices.
- Excellent customer service record with the ability to problem solve and co-operate with co-workers and vendors.
- Ability to communicate with all levels of management.
- Ensuring due diligence before making payments as this would be one of the last points before erroneous payments could be stopped. Certain invoices can be quite complex to process and must be investigated for checks and balances and followed up in a timely manner.
- Outstanding balances can be very problematic for TNGCS and create issues such as interest charges and late fees.
- Must protect TNGCS from unintentional overpayment, misallocated accounts receivables
- Requires a high degree of organization, given so many program and service areas each with their own costing centres. Payments must be made on time while ensuring accurate cashflow for each area.

To apply, submit your resume with "TNG2026-188" in the subject line of your email to: careers@tngcs.org

TNG is committed to reflecting the communities we serve and to nurturing a respectful and inclusive work environment for all. We encourage qualified applicants of all ages, races, colour, ethnic origins, religions, abilities, gender identities, gender expression and sexual orientations to apply. Candidates invited for an interview are encouraged to inform Human Resources in confidence of their accommodation requirement. This posting is for an existing vacancy.