

CAREER OPPORTUNITY

POSITION: ACCOUNTS PAYABLE/RECEIVABLE CLERK	COMPETITION #: 2025-26
STATUS: PERMANENT PART-TIME (0.6 FTE) 3 DAYS/ WEEK	LOCATION: Brockville, Ontario travel to satellite offices will be required
DATE POSTED: May 13, 2025	DATE CLOSED: May 21, 2025 (or until filled)
SALARY RANGE: \$27.49 to \$33.77 per hour commensurate with experience	
Please submit a cover letter and resume referencing the competition # to: CAREERS@LLGAMH.ca	

[Lanark, Leeds and Grenville Addictions and Mental Health](#) (LLGAMH) offers services and programs to people who are experiencing **addiction** and/or **mental health** issues. Our main site is located in [Brockville, Ontario](#) which is found along the beautiful St. Lawrence River in the heart of the famous [1000 Islands Region](#). LLGAMH has offices throughout the counties of Lanark, Leeds and Grenville including Brockville, Smiths Falls, Kemptville, Prescott, Gananoque and more. Lanark, Leeds and Grenville represent a population of over 170,000 residents.

Reporting to the Finance Director, the AP/AR Clerk is responsible for accurately processing financial transactions related to incoming and outgoing payments. The AP/AR Clerk will provide support to and assist with financial reporting, monitoring, and auditing as required.

At LLGAMH, we are committed to living our values: **Integrity, Compassion, Accountability, Respect, and Equality (ICARE)**. As an employee, you must demonstrate an awareness of and be responsible for actively promoting a respectful workplace by supporting client and family centered engagement and care in all that you do.

MAJOR RESPONSIBILITIES

Accounts Payable

- Review, verify and code vendor invoices.
- Match invoices to purchase orders.
- Prepare and process electronic funds transfer and/or cheque payments to vendors.
- Follow up with internal and external stakeholders to resolve discrepancies related to outstanding payments.
- Respond to vendor inquiries and resolve discrepancies.
- Maintain accurate and organized vendor records and contact information.

www.llgamh.ca

Main Office
25 Front Ave. W
Brockville, ON
K6V 4J2

Delta
18 King St.
Delta, ON
K0E 1G0

Gananoque
23 Mill St.
Gananoque, ON
K7G 2L5

Kemptville
2671 Concession Rd.
Kemptville, ON
K0G 1J0

Prescott
2652 County Rd. 2
Prescott, ON
K0E 1T0

Smiths Falls
179 Elmsley St. N.
Smiths Falls, ON
K7A 2H8

CAREER OPPORTUNITY

- Maintain accurate documentation for audit purposes.

Accounts Receivable

- Prepare and send invoices.
- Record payments received in an accurate and timely manner.
- Reconcile deposits to bank statements and financial records.
- Monitor outstanding receivables and follow upon overdue accounts.
- Process and record incoming donations.
- Process and manage accounts payable and accounts receivable transactions, ensuring accuracy and timeliness.

General Finance

- Support financial audits by providing necessary documentation.
- Ensure accurate record-keeping and compliance with GAAP.
- Assist in the preparation of monthly, quarterly, and annual financial reports.
- Provide administrative support to the Finance team, including data entry, document preparation, and report generation.
- Perform periodic audits and reviews to ensure compliance with financial controls and standards.
- Prepare bank deposits and reconcile bank statements as required.
- Support the Finance team in the preparation of annual budgets and forecasts.
- Collaborate with external auditors during audits by providing required documentation and reports.

EDUCATION, QUALIFICATION AND EXPERIENCE

- Post-secondary education in Accounting, Finance, or a related field.
- Minimum of 2-3 years of experience in accounts payable and accounts receivable roles, preferably within a not-for-profit or similar environment.
- Experience supporting audit and preparing audit documentation is an asset.
- Experience with Great Plains accounting ERP is preferred.
- Bondable, preferred.

KNOWLEDGE, SKILL AND ABILITIES

- Proficiency with business software tools including Excel, Word, PowerPoint.
- Comprehensive knowledge of OHRs/MIS Guidelines and functional centres.

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- Knowledge of Accounts Payable and maintaining general ledgers.
- Strong interpersonal and customer service skills with demonstrated ability to deal appropriately with sensitive situations.
- Ability to learn new and diverse accounting software packages.
- Ability to work with large amounts of data to produce concise readable reports for decision support.
- Effective written, presentation and oral communication skills.
- A clear understanding of and ability to demonstrate professional ethics, boundaries, and judgement.
- Detail-oriented with demonstrated editing and proof-reading skills.
- Highly self-motivated requiring little direct supervision.
- Ability to adapt to rapidly changing priorities and maintain strict adherence to deadlines.
- Ability to maintain sensitive and confidential information in a healthcare environment.
- A satisfactory Criminal Reference Check.
- A commitment to safety, quality, and professionalism.

Accessibility:

- LLGAMH is committed to providing diversity, equity, and accessible employment practices, in compliance with the Accessibility for Ontarians with Disabilities Act. If you have accommodation requests related to your employment, please contact Human Resources.
- LLGAMH is dedicated to achieving a workforce that reflects the diversity of the community it serves and encourages applications from equity seeking groups.

LLGAMH thanks all applicants for their expressed interest however, only applicants selected for an interview will be contacted.

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