



## **JOB POSTING: FINANCIAL ACCOUNTANT**

**Location:** Scarborough, ON

**Organization:** Ina Grafton Gage Home of Toronto

**Department:** Finance

**Reports To:** Director of Finance

**Status:** Full-Time, Permanent

**Work Location:** In Person

### **JOB OVERVIEW**

At Ina Grafton Gage Home, we are committed to providing compassionate, high-quality care to our residents. Our Finance Department plays a vital role in supporting this mission by ensuring financial integrity, transparency, and strategic stewardship of resources.

We are seeking a detail-oriented and proactive Financial Accountant to join our small but dynamic finance team. The Financial Accountant supports full-cycle accounting processes, payroll administration, trust fund management, and financial reporting in a long-term care environment. This role ensures compliance with ministry regulations, supports budgeting and audit preparation, and contributes to the financial integrity of the organization.

### **RESPONSIBILITIES**

#### **Payroll**

Process bi-weekly payroll accurately and on time, including review and completion of pay adjustments, retroactive payments, special payments, and exceptions

Calculate payout for involuntary terminations, including salary continuance payments; reconcile accrued severance GL account and prepare severance analysis

Biweekly and monthly remittances to third parties including Government remittance, WSIB, health and dental benefits, group life and LTD benefits, union dues, pension plans, garnishments

Support year-end payroll processes including T4 preparation and ROE issuance

Completes all payroll and benefit accounting including journal entries and accruals, reconciliations and reporting, assist with budgeting, and payroll GL account analysis

Maintain payroll documentation and ensure compliance with employment standards and collective agreements

Respond to inquiries from staff, auditors, external parties as appropriate

#### **Accounts Payable**

Review, code, and process vendor invoices in accordance with internal policies and funding guidelines

Monitor payment schedules and prepare payment runs for approval

Maintain vendor records and support onboarding of new suppliers

Assist with resolving discrepancies and responding to vendor inquiries

**Accounts Receivable**

Generate and issue invoices for resident care, services, and third-party billings

Apply payments and reconcile AR subledger to general ledger

Monitor aging reports and follow up on outstanding balances

Collaborate with care teams and administrative staff to resolve billing issues

Ensure compliance with ministry billing requirements and funding structures

**Trust Accounting**

Maintain accurate records of resident trust accounts in accordance with ministry regulations

Process deposits, withdrawals, and purchases on behalf of residents

Reconcile trust accounts monthly and prepare reports for internal and external review

Ensure proper authorization and documentation for all trust-related transactions

**General Accounting**

Prepare and post journal entries and maintain general ledger accuracy

Perform monthly bank reconciliations and petty cash reconciliations

Support month-end and year-end close processes with schedules and accruals

Assist with financial reporting and variance analysis

**Reporting & Compliance**

Assist with ministry reporting and audit preparation

Maintain documentation to support internal controls and compliance

Support budgeting processes and provide financial data for forecasting

Track expenditures for capital projects and funding streams

Support special projects and evolving finance needs as assigned by the Director of Finance.

**QUALIFICATIONS**

Completion of post-secondary coursework in payroll, accounting, or business administration

Payroll Compliance Professional (PCP) or Payroll Leadership Professional designation from the National Payroll Institute, or actively working toward certification

Experience with payroll systems such as ADP is considered an asset

Familiarity with unionized environments and collective agreements is an asset

Prior experience in long-term care or healthcare settings is considered an asset

Exceptional attention to detail and accuracy in financial data management

Strong time management and prioritization skills in a deadline-driven environment

Proven ability to apply critical thinking to interpret complex data and take appropriate action

Demonstrated initiative in identifying and implementing process improvements

Excellent verbal and written communication skills, with the ability to collaborate across departments

*We strive to be diverse, inclusive, fair, equitable and accessible by addressing barriers and promoting dignity and respect for all. If you require accommodation at any time during the recruitment process, please contact the hiring manager at [kmanji@iggh.org](mailto:kmanji@iggh.org)*

***Please submit your application to the hiring manager at [kmanji@iggh.org](mailto:kmanji@iggh.org)***

*Closing Date: October 7, 2025*

Job Types: Full-time, Permanent

Pay: From \$70,000.00 per year

