

JOB POSTING: FINANCIAL ACCOUNTANT

Location: Scarborough, ON

Organization: Ina Grafton Gage Home

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

HOW TO APPLY

Ready to apply? Submit your application through [Indeed](#).