

## Office Assistant/ Accounting Clerk

The College of Optometrists of Ontario is seeking a full-time office assistant (receptionist)/accounting clerk on contract to cover an 18-month leave. The position is the first point of contact for incoming calls and emails and provides office/administrative support that includes clerical/accounting responsibilities; assists in updating member records in a database (iMIS); and ensures the efficient processing of payables using the College's accounting system.

### Key Duties and Responsibilities:

- Providing general office support by phone, in-person, and by email
- Handling communication sent to general info and finance/expense email accounts
- Maintaining member records and database management
- Generating monthly reports from the membership database, QuickBooks, and other sources
- Receiving, recording, and distributing as well as preparing mail-outs as required
- Creating supplier profiles in QuickBooks online
- Posting supplier invoices and staff expense reimbursements in QuickBooks online
- Managing accounting/administration electronic files and ensuring all invoices are accurately filed by suppliers
- Creating accounts receivable invoices in QuickBooks online
- Ensuring payments and receivables are current and accurate using QuickBooks accounting software, Excel spreadsheets and other applications as required
- Performing staff payroll reconciliations on a part-time basis
- Following up on payments from members
- Responsible for member status changes and notifying OHIP
- Creating applicant profiles on iMIS in a time-sensitive manner
- Following up on public and member inquiries and direct to appropriate staff
- Generating letters for members and receipts
- Catering/meeting support, including set-up and clearing
- Tracking phone logs in Excel
- Working collaboratively with other administrative staff to prioritize tasks
- Interacting respectfully and helpfully with other College staff, volunteers, professional members, the public, and vendors
- Supporting other program areas, as required

### Qualifications:

- Excellent customer service/public interaction experience
- Accounting clerk experience (1-2 years) and/or college-level accounting or business administration course



COLLEGE OF  
**OPTOMETRISTS**  
OF ONTARIO

*The College of Optometrists of Ontario is a self-regulatory authority responsible for registering (licensing) and governing optometrists in Ontario. Optometry has been regulated in Ontario since 1919 and is guided by legislation including the Regulated Health Professions Act and Optometry Act. The College's mission is to regulate Ontario's optometry profession in the public interest. The College uses its authority to guide the profession in the delivery of safe, ethical, progressive and quality eye care at the highest standards. Its vision: A leading regulator focused on safe eye care and progressive practice*

- Experience with data entry and production of reports using database software (experience with iMIS would be an asset)
- Working experience with QuickBooks accounting software and Excel spreadsheets.-
- Intermediate computer skills in MS Office (Excel, Word, Mail Merge, PowerPoint), Zoom, Microsoft Teams
- Work experience in a health care environment and/or regulatory organization would be an asset

**Skills :**

- Customer focused with excellent interpersonal and communication skills
- Strong attention to detail
- Numerical aptitude
- Flexibility and the ability to switch from one task to another with ease
- Strong organizational skills
- Ability to work independently as well as collaboratively, to prioritize and manage different and varied tasks simultaneously and meet deadlines
- Ability to deal with sensitive and confidential information using discretion, professionalism, and good judgment

The College offers competitive compensation, based on experience.

**More about the College:**

We are a small, professional team that promotes collaboration and work-life balance. The College is in midtown Toronto near the subway. Our staff is currently working in a hybrid environment.

**How to Apply:**

To apply, please click on the following link: [APPLY NOW](#) by **April 10, 2023**. We thank all applicants for their interest, however, only those selected for further consideration will be contacted.

If you have questions, you can also contact **Mirjana Nevajdic** at 416-237-1500 x.236 or [mirjana.nevajdic@hra.on.ca](mailto:mirjana.nevajdic@hra.on.ca).

*Our College is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Indigenous Peoples, persons with disabilities, and persons of any sexual orientation or gender. Accommodations are available on request.*

*Applications will be assessed on a rolling basis. We thank all applicants, however, only those selected for an interview will be contacted.*



**HRASSOCIATES**