



## INTERNAL OPERATIONS AND FINANCE ASSISTANT

ELIGIBILITY TO APPLY: MUST BE IN RECEIPT OF SOCIAL ASSISTANCE  
UNDER ONTARIO WORKS PROGRAM

MCIS is a social service enterprise which provides language interpretation, translation, transcription, skills testing and training services. We have 5000 interpreters, 300 languages and serve over 750 agencies within the public sector. This is your opportunity to add value to a fast growing organization with a productive work culture.

**VISION** | To connect people globally through languages.

**MISSION** | To improve access to critical information and services through high quality language solutions.

**VALUES** | Respect, Quality, Collaboration, Accountability and Learning

Directly reporting to the Accounting Manager, the IO & Finance Assistant will provide administrative services and will also be part of the Finance team processing accounts payable, accounts receivable, special reports and other related financial records.

### Duties and Responsibilities

The IO & Finance Assistant's role is comprised of the following activities:

#### Administration for Internal Operations and Finance departments

- In all work performed, ensure compliance with LICS certification requirements
- Input data into computerized databases, spreadsheets or other templates
- Import and/ or export data between various software programs that are in use
- Photocopy and collate documents for distribution, mailing and filing
- Perform related clerical duties, such as word processing, maintaining filing and record systems, faxing and photocopying, mailing, sending couriers, etc.
- Enter data of new clients in CRM/NAVISION
- Any other duties as may be reasonably assigned

#### Contracts Management & Clients' Setup

- Provide support on the following tasks:
  - Maintain contractual records and documentation
  - Review that contract stipulations are being met and that any change orders are properly documented and implemented
  - Ensure all new clients are set up properly in the various client systems – this will include a periodic audit of the system for completeness
  - Verify that new clients receive their informational packages and adhere to all operation and performance procedures
  - Set up clients for immediate phone services



- Set up pricing for new and existing clients

### Reporting Requirements

- Compile and prepare the following reports:
  - Quarterly and monthly reports for key clients
  - Other reports as required

### Funded Programs

- Assist with fulfilling funder reporting requirements
- Direct involvement in the data migration from existing systems to IAS.

### Maintain Financial Records

- Keep financial records and establish, maintain and balance various accounts using manual and computerized bookkeeping systems
- Post journal entries, reconcile accounts and maintain general ledgers

### Accounts Receivable

- Issue invoices to clients as per the terms of their contracts
- Prepare invoices and process student payments
- Collect money or receive different payments made to MCIS
- Follow-up with clients for unpaid/ overdue bills by telephone, mail, and registered mail, and continue the notification process if reply is not received
- Resolve collection issues by making payment arrangements with debtor
- Input data into computerized databases, spreadsheets or other templates
- Submit a monthly report of money collected to the Director Finance & Internal Operations

### Accounts Payable

- Receive and process all invoices in a timely manner
- Reconcile payments to invoices
- File invoices and statements
- Mail cheques to interpreters who do not have direct deposit
- Accrue unclaimed assignments
- Respond to payment inquiries from interpreters
- Prepare statements for payment process and email/mail them to interpreters when needed

### Special Accounts

- Manage special accounts and prepare reports for clients as stipulated by contracts
  - Review processes to ensure that client reporting needs are satisfied
  - Coordinate with other business units to ensure contractual obligations are met
  - Escalate issues to the Accounting Manager when required
- Prepare presentations for clients as required



**Provide assistance to the Accounting Manager**

- Compiling of financial information for internal meetings
- Assisting other team members with the processing/ completion of their tasks

**Education & Experience**

- A general post-secondary education (university degree / college diploma) in Finance or Business Administration
- Preference is for additional training received through the Certified General Accountants Association of Canada, or Canadian Bookkeepers Association, or a combination of experience and training
- Excellent verbal and written English communication skills
- Strong computer skills with High Proficiency in Microsoft Office
- Accurate and Strong typist
- Ability to maintain strong attention to detail while performing repetitive task
- Strong interpersonal skills to work as a member of a team
- At least 1 year of relevant experience required

**Working conditions:**

- Monday to Friday, 30 hours per week (45 minutes for lunch each day– unpaid)
- Term: Approximately 10 months
- Regular flow of people around the office
- May be required to work overtime, with paid compensation through lieu time

**CLOSING DATE:** Friday, August 17, 2018

Qualified applicants are invited to submit a cover letter and resume no later than 5:00 pm, Friday August 17, 2018 to [rachel@mcis.on.ca](mailto:rachel@mcis.on.ca).

Accommodations for job applicants with disabilities are available on request.