



Job Posting

Position Title: Accounting Analyst Intern (2 positions)
Employment Status: Temporary Full Time Contract, May 2025 – Sept 2025 (5 months)
Job Posting Deadline for Internal Candidates: May 09, 2025, at 5pm
Hours of Work/Schedule: Monday to Friday, 35 Hours per week
Hourly Rate: \$24.00 - \$27.00/hour, commensurate on skills and experience
Position Reports To: Manager, Finance
Director: Chief Financial Officer
Location: Pickering (Hybrid) Flexibility to transition to/work at all DCHC locations

Organization

Durham Community Health Centre (DCHC) is a registered, charitable organization that provides integrated, accessible, and equitable community-based primary care, wellness services, and health education to Durham community members who face multiple barriers to their health and well-being.

DCHC also provides equity-based programs and services that focus on priority populations such as Indigenous, Black, the 2SLGBTQI Community, Newcomers to Canada, Seniors, and Unattached patients (i.e., those without a family doctor), to name a few. DCHC ensures Durham community members receive not only sick care, but preventive care as well.

At DCHC, we are a team-based interprofessional group of staff including physicians, nurse practitioners, nurses, counselors, dietitians, outreach workers, medical secretaries, and other administrative staff. We always place every client at the centre of our approach to care, based on their needs. We address these needs through integrated clinical and wellness care and health education.

It's an exciting time to be joining DCHC, while we are embarking on an energizing path with a focus on making our biggest impact yet on local health care by diversifying, expanding, and leveraging our Strategic Plan, Theory of Change, Brand, Client Stories and Resources.

DCHC's 2023 – 2026 Strategic Goals

- Drive Program and Service Integration and Client Experience Across All that DCHC Does
- Evolve Program Offerings to Improve Health Equity and Meet the Needs of DCHC's Priority Populations
- Establish DCHC as a System Advocate and Champion for Equity
- Enhance DCHC's Brand and Awareness Across Durham Region
- Become an Employer of Choice with a Focus on Recruitment, Retention, and Development

Position Overview

Working within our Finance team, the Accounting Analyst provides full-cycle accounting support and for the agency's overall operations. This role requires an independent worker and a "can-do" self-starter. There is a great opportunity within this role to plan and improve processes according to the respective regulations, policies, and guidelines (such as DCHC, industry accounting standards and union). This role reports to the Finance Manager and partners with team members across the organization.

Key Responsibilities:

- Assist with preparation of reconciliations
- Assist with preparation of Journal Entries
- Assist with month-end analysis reports
- Liaise with Fundraising on gifting causes to update donation and financial platforms
- Perform 3-way donations reconciliation - Blackbaud software to financial software GL to Bank statement, ensuring GL account number and funds are processed in accordance with Agency funds definition
- Assist with Month-end S/L close
- Update user profiles in Finance databases (credit card, uber, AP management and so on)
- Support with audit preparations, as required
- Under supervision of Manager, process EFT payments
- Other duties as assigned by Manager, Finance

Other duties within scope of duties include:

- Analyze transactional information
- Assist with investigating payment discrepancies and disputes on behalf of the company
- Desire to learn, improve and to take on new responsibilities

Qualifications:

- Bachelor's degree or Advanced Diploma in Accounting, Finance or Business
- Ability to thrive in a fast-paced environment
- Proficient with Microsoft Office Suite (Word, Excel, and Outlook) and
- Ability to handle multiple requests and work in a fast-paced office environment
- Knowledge of Microsoft Dynamics GP will be an asset
- Critical thinker with a "can-do" attitude. Results-driven. Self-starter
- Detailed-oriented, with the ability to analyze and organize information
- Strong commitment to customer service
- Excellent time management, able to work under pressure and meet deadlines
- Demonstrated ability to work independently
- Willingness to work as a team and maintain comradery in the department and organization

Full vaccination against COVID-19 is mandatory for this position (DCHC will however adhere to its duty to accommodate those who are unable to be fully vaccinated for a reason related to a human right protected ground).

Application Process:

1. If you are interested in being considered for this position, please submit a cover letter and resume outlining your qualifications and expectations by email to recruiting@durhamchc.ca . This position will remain posted until filled.

2. While we thank all applicants for their interest in applying, only those qualified and considered for an interview will be contacted. All applicant submissions will be kept on file for six months, for future consideration.
3. All applicants are encouraged to provide a valid email address for communication purposes. Applicants may receive written correspondence regarding this job posting directly to the email address provided on their resume. As an applicant, it is your responsibility to ensure that you check your email regularly.
4. All positions are subject to the successful completion of the following pre-employment conditions for all external hires: Reference Checks; and Criminal Background checks (including Vulnerable Sector Screening).

Durham Community Health Centre (DCHC) is committed to creating an inclusive environment that welcomes and celebrates diversity so that all employees have the opportunity to thrive. **DCHC will comply with all applicable standards as set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), the provisions of the Ontario Human Rights Code, and any other applicable legislation.** Accessibility: If you have accessibility needs and require alternate formats or other accommodations, please contact our Talent and Culture team at 905-723-0036, or by email to recruiting@durhamchc.ca.

