



Advice of Position Vacancy

Date:	June 12, 2025
Position Title:	Accountant
Department:	Finance
Reports To:	Director of Finance
Status:	3 days per week (0.6 FTE) / Monday, Tuesday and Wednesday
Hourly Rate:	\$37 - \$41
Closing date:	Position remains open until filled. Please send your cover letter and resume to humanresources@drpeter.org

About the Dr. Peter Centre

The Dr. Peter Centre provides compassionate HIV care for people living with significant health issues including mental illness, trauma, substance use, unstable housing and poverty.

Through its day health, 24-hour care residence and enhanced supportive housing programs, the Dr. Peter Centre provides healthy meals, counselling, therapies, nursing, and a safe place for peer socialization and support. This integrated model of care successfully engages individuals in their health care, improving adherence to HIV treatment and overall health.

We are currently looking for a Permanent Part Time Accountant who can work 7 hours per day and three days per week to join our Finance Team.

Position Summary:

As a member of the Finance Department, the Accountant is responsible for the full cycle of the corporate VISA function, and the provision of Excel based periodic management reports for analysis and control. This is a part-time position that reports to the Director of Finance.

Direct Reports:

There are no direct reports.

Key Responsibilities:

The Junior Accountant is responsible for the following:



Management Reports

- Producing monthly Excel based labour utilization reports
- Producing monthly Program and Department level income and expense reports
- Assisting Director of Finance with quarterly, year end and external financial reporting to government and private sector

Credit Card Administration

- Follow up with card holders for receipts for VISA purchases
- Entering VISA purchases are properly account coded
- Ensuring VISA purchases are properly assigned to programs
- Data entry of VISA purchases into Sage Accounting

Education, Qualifications and Experience:

The preferred qualifications and experience of the Junior Accountant are:

- Accounting Diploma or BA or recent/current enrollment in the CPA program at the Core level
- A basic understanding of deferred funds, restricted funds and income recognition
- Comfortable in an Office 365 environment
- Understanding of Sage Accounting environment and Ceridian Dayforce payroll systems are strong assets

Required Competencies:

The Junior Accountant must possess the following competencies:

- Strong attention to detail;
- Initiative;
- Results oriented;
- Collaboration skills;
- Time management and organizational skills;
- Flexibility and adaptability;
- Integrity and honesty;
- Commitment to task/organization.



Dr. Peter Centre

- Ability to work with minimal supervision

General Working Conditions:

The position is planned to be 8:30-4PM, Monday to Wednesday. However, final hours are to be determined between the Accountant and the Director of Finance. The Finance staff work between 7AM-4AM each day, Monday to Friday, with weekends and Statutory Holidays off. Work from home arrangements possible in future, depending on performance. We are willing to consider a candidate for two days per week, should they already have a 3 day per week position in another organization.

It is expected that the position would require approximately 3 days/ per week (approx. 84 hours/ month).

If you have suitable qualifications and experience for this position, please send your **cover letter and resume** to humanresources@drpeter.org

Note: We thank all interested applicants. Regretfully, we are not able to respond to phone calls or emails, and we are able to respond only to those applicants who are being considered for an interview.