Bayview Glen

Whole Child Purposeful Life Better World

Founded in 1962, Bayview Glen is an independent, co-educational university preparatory day school with more than 1100 students from Preschool through to Grade 12. Our school thrives on two closely connected campuses in the heart of Toronto and offers a truly transformative educational experience, delivered by exceptional teachers and guided by our School's mission "Whole Child, Purposeful Life, Better World". Driven by our vision to be the leader in bold thinking and future readiness, we offer a welcoming, vibrantly diverse and inclusive community with staff that exemplify our values of compassion, curiosity and courage. Bayview Glen is a member of the CIS Ontario, CAIS, NAIS and Round Square organizations.

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We're looking for a full-time **Accounts Payable Administrator** to join our team. Reporting to the Director of Finance, you'll be responsible for the end-to-end accounts payable function while ensuring the accurate, timely, and compliant processing of all invoices, vendor payments and employee reimbursements. As the primary point of contact for vendors and internal stakeholders regarding accounts payable matters, you will maintain strong internal controls, process efficiency and exceptional customer service.

We value inclusivity, fairness, and equal opportunity, ensuring every voice is heard. Integrity is our foundation, and we believe in transparent, respectful interactions. Adaptability and innovation are key as we embrace change and creative thinking to enhance our programme. If you're ready to inspire, learn and innovate, we invite you to apply and be a part of our dynamic educational community!

***What You'll Be Doing:***

- Managing the end-to-end accounts payable process, from invoice receipt through payment and reconciliation.
- Reviewing vendor invoices for accuracy, proper coding, supporting documentation, and required approvals.
- Matching invoices to purchase orders, contracts, and receiving documentation where applicable.
- Processing and posting invoices accurately and efficiently within the accounting system.
- Preparing and executing payment runs, including EFTs, wire transfers, cheques, and other approved payment methods.
- Ensuring all vendor payments are made accurately and within established payment terms.
- Responding to vendor inquiries and resolving payment discrepancies in a timely and professional manner.
- Reconciling vendor statements and investigating outstanding balances or discrepancies.
- Administering employee expense reimbursements, ensuring compliance with School policies and procedures.
- Reconciling corporate credit card transactions and ensuring accurate recording and timely payment.
- Monitoring accounts payable aging and proactively addressing overdue or outstanding items.
- Assisting with month-end and year-end closing activities, including accruals, reconciliations, audit support, and preparation of required documentation.
- Administering staff parking assignments.

***What You'll Need:***

- Accounting degree or diploma with a minimum of five (5) years of progressive experience in accounts payable, bookkeeping, or a related accounting role, or an equivalent combination of education and experience.
- Demonstrated experience managing the full accounts payable cycle, including invoice processing, vendor management, payment administration, reconciliations, month-end activities, and audit support.
- Experience working with computerized accounting and ERP systems; NetSuite experience is required.
- Strong knowledge of HST/GST regulations, including invoice review, tax coding, input tax credits (ITCs), and reconciliation.
- Demonstrated ability to manage high-volume transactions while maintaining a high level of accuracy and attention to detail.
- Advanced proficiency in Microsoft Office applications, particularly Excel and Outlook.
- Strong organizational and time-management skills, with the ability to prioritize competing deadlines and manage multiple priorities in a fast-paced environment.
- Proven customer service orientation with the ability to build positive working relationships with vendors, staff, and management.
- Strong problem-solving and analytical skills, with the ability to identify and resolve discrepancies efficiently.
- Ability to work independently, exercise sound judgment, and maintain strict confidentiality.

***Here's What We Offer:***

- A highly competitive total compensation program that recognizes experience and supports long-term well-being, including participation in an RRSP programme and a comprehensive health and dental plan;
- A collaborative and supportive team environment where relationships, shared purpose and professional connection matter;
- A welcoming, multicultural School community that celebrates inclusion, belonging and diverse perspectives;
- Purposeful work that allows you to make a meaningful difference in the growth, confidence and success of students;
- Extensive and meaningful professional learning opportunities that support your continued growth as a professional and valued member of our community;
- Access to onsite fitness facilities, including an indoor pool, to support personal well-being;
- Nutritious daily lunches and convenient parking to support your day-to-day experience;
- Employee events and celebrations that bring colleagues together, recognize contributions and strengthen connection across our School community.

We invite all qualified candidates to submit a cover letter and resume (combined into one document) to hr@bayviewglen.ca as soon as possible. Applicants will be reviewed on an ongoing basis and the posting will remain open until the position is filled. Please indicate the name of the position you are applying for in the subject line.

Compensation will be commensurate with qualifications and experience, with an annual salary range between $51,000–$64,000. This salary range is what we, in good faith, believe we would pay for this role at the time of this posting. We ultimately pay based on a number of non-discriminatory factors that inform pay decisions including, but not limited to, previous work experience, skill set and internal equity.

This posting is for an existing vacancy.

At Bayview Glen we are proud to foster an inclusive culture, where all members of our school community can bring their whole self to work and feel valued, respected, and understood. We strive to attract,

develop and retain a workforce that is as diverse as the communities that surround us and we are committed to provide an accessible candidate experience for prospective employees with different abilities. If you anticipate needing any type of accommodation during the recruitment process, please contact our Human Resources Department.

As a condition of employment, successful candidates will need to provide a current vulnerable sector screening from the police jurisdiction in which they reside prior to commencing employment.

Bayview Glen does not utilize Artificial Intelligence (AI) in the screening, assessment, or selection of applicants.

Thank you for your interest in joining our team. While we can only contact those selected for an interview, we genuinely appreciate every application.

Explore more about Bayview Glen School, including our ***2024-2029 Strategic Plan: BE BOLD,*** by visiting our website at **www.bayviewglen.ca**.