

Administrator, Accounts Payable and Operations

Full time, Permanent

eCampusOntario

eCampusOntario is a provincially-funded non-profit organization that leads a consortium of the province's 54 publicly-funded colleges, universities and indigenous institutes to develop and test online learning tools to advance the use of education technology and digital learning environments. Officially registered as the Ontario Online Learning Consortium (OOLC) and referred to as eCampusOntario we:

- Support the development and delivery of quality online learning experiences across all of Ontario.
- Lead in research, development and sharing of exemplary practices in online and other forms of technology-enabled learning.
- Support member institutions in fostering innovation, collaboration, and excellence on behalf of Ontario students, faculty and stakeholders.
- Contribute to the evolution of teaching and learning by responding to emerging technology and the development of state-of-the art online learning.

Administrator, Accounts Payable and Operations

Position Summary

The Administrator, Accounts Payable and Operations is responsible for providing financial and administrative support which includes processing accounts payable, and general ledger reconciliations, processing journal entries, assisting with the procurement process provide support to the Operations Controller, Finance, and performing other ad-hoc related duties as required.

Accountabilities, Duties and Responsibilities

Finance

- Responsible for accounting operations related to processing expenditures daily to accounts payable subledger, and credit card transactions.
- Maintaining Accounts Payable (A/P) subledger, employee expenses subsystem and monitoring A/P aging reports, and ensuring to pay vendors and reimbursing employees expenses in an accurate and timely manner.
- Responsible for maintaining the accuracy of the general ledger, proper cost allocations and performing some accounts reconciliations.
- Supporting business units and projects leads in understanding the funding sources, and assist the project expenses allocations.

- Assisting internal and external audits including providing supporting documents required for the audits.
- Supporting day-to-day Accounts Receivable (A/R) responsibilities and covering A/R when required.
- Maintaining a system of controls over accounting transactions.
- Ensuring compliance with written financial policies and procedures.
- Supporting ad-hoc requests when required.

Administration

- Day to day support for in-person operations of the eCampusOntario office, when open.
- Liaising with internal and external stakeholders for smooth administration of hybrid operations.
 - Including but not limited to being the first point of contact between eCampusOntario and Building Management (i.e. general maintenance, HVAC, inquiries, etc.), receiving/distributing deliveries/mail, addressing general/operational in-person and remote inquiries, ensuring replenishment of assets and supplies, as well distribution/collection of access cards.
- First point of contact to oversee smooth operations including emergency protocol administration (including evacuation, fire safety/training and orientation), coordination between the manager on duty and Joint Health and Safety Committee (JHSC).

Procurement

- Assisting eCampusOntario's procurement activities.
- Assisting in ensuring the procurement of goods and services are managed effectively and in accordance with the Broader Public Sector (BPS) Accountability Act and the BPS Procurement Directive.
- Other duties as assigned.

Education, Professional Designations and Development

- Diploma required, preferably in the areas of Accounting, Finance, or Business Administration.

Experience

- Three (3) years of experience in financial accounting, including a minimum of one (1) year of experience in Accounts Payable, one (1) year of experience in Accounts Receivable, and one (1) year of experience in General Accounting.
- Solid understanding of Canadian accounting standards and practices, analysis, and reporting.
- Non-profit experience considered an asset.
- Procurement experience considered an asset.
- Knowledge of the post-secondary education sector in Ontario an asset.

Skills

- Proficiency with accounting software such as NetSuite or other Enterprise Resource Planning (ERP) Systems.
- Intermediate proficiency with Microsoft Office Suite.
- Solid understanding of a chart of accounts and impact of incorrect coding of payments.
- Strong interpersonal, and planning skills along with critical thinking and good decision-making abilities.
- Strong communication skills (both verbal and written).
- Strong attention to detail, high degree of accuracy in all work, and commitment to quality.
- Ability to handle large volume of transactions.
- Ability to work well under pressure and meet deadlines.
- Ability to establish and maintain effective working relationships with colleagues, partners and vendors.
- Ability to work independently and also function as part of a team.
- Commitment to customer service, with a strong sense of confidentiality, professionalism, tact, diplomacy, and good judgement.
- Ability to collaborate with team members and stakeholders requires patience and diplomacy in order to provide support.
- Tolerance for ambiguity and ability to quickly adapt to new situations/conditions.
- Strong organizational and time-management skills, including the ability to appropriately prioritize diverse tasks.
- Demonstrated commitment and understanding equity, diversity, decolonization and inclusion with the ability to communicate and work effectively with diverse peoples.

Application Process

Candidates are invited to email us at talent@ecampusontario.ca (subject **Administrator, Accounts Payable and Operations**) with a Cover Letter and Resume attached as a **single PDF file**, titled "**Last Name, First Name.pdf**".

The Resume must clearly highlight all relevant education, training and experiences that are applicable to the minimum qualifications for this position and should not be longer than **two (2) pages**. Please include your salary expectations in your cover letter. The base salary range for this position is \$50,355.36 – \$62,944.20 CAD. The range displayed on each job posting reflects the target for new hire salaries for the position; within the range, individual compensation is determined by job-related skills and knowledge, and relevant experience.

Candidates must be legally entitled to work in Canada.

Offers are conditional upon the successful review of three (3) professional references and a satisfactory background check.

Posting closes **Wednesday, October 1, 2025 at 11:59PM EDT**. We thank all applicants for their interest, however only those candidates invited to interview will be contacted. Please continue to check our [Jobs & Opportunities](#) for more exciting positions.

Equity, Decolonization, Diversity and Inclusion Statement

The current social context informs our work. This includes the imperative to join the fight against anti-Black racism and anti-BIPOC racism, and to support Equity, Decolonization, Diversity and Inclusion in everything we do. We will seize this moment to rebuild and support an environment that prioritizes inclusion, representation and voice.

Accessibility Statement

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), eCampusOntario is committed to accommodating applicants with disabilities throughout the talent acquisition process. If you require any accommodations at any point during the talent acquisition process, please contact talent@ecampusontario.ca

Hybrid Work Model

This position is based out of the eCampusOntario office in downtown Toronto, where our hybrid work model includes both in-person and remote work opportunities. Our current in-person work requirement is two (2) days per month (minimum) which may be changed at any time to meet our evolving organizational needs.

For more information on eCampusOntario, please visit our website at <https://www.ecampusontario.ca/>