

Office and Accounting Administrator

1540 Kipling Avenue, Toronto, Ontario

Are you an experienced administrator looking to make a real difference every day?

Richview Baptist Foundation, a ministry of Richview Church, is a values-driven organization providing high-quality, affordable housing and services for seniors. They are seeking an **Office & Accounting Administrator** for its' Richview Residence and Community Care Services programs in Etobicoke.

This is an existing vacancy perfect for someone who enjoys combining office administration, accounting, and meaningful work with seniors in a professional, community-oriented environment.

What You'll Do

- Serve as the first point of contact for residents, visitors, and contractors
- Provide administrative and reception support
- Process rent, invoices, and vendor payments using Arcori PM
- Process weekly invoices and vendor payments, including preparation of monthly invoices.
- Manage work orders, purchase orders, and office systems
- Support newsletters, calendars, and special events
- Assist with the transition to paperless processes and electronic payments

What You Bring

- Accounting or bookkeeping experience
- Strong organizational and communication skills
- Strong skills in Microsoft Word and Excel; familiarity with Canva and property management software is a plus.
- Experience working with seniors and handling sensitive information
- Ability to work independently and collaboratively

Compensation & Benefits

- **Salary Range:** \$50,000 - \$60,000 per year, based on skills and experience
- **Work Schedule:** Monday to Friday, 9:00 a.m. – 5:00 p.m.
- **This is an on-site position**
- **Benefits:** Comprehensive employee group benefits and matching RRSP program

How To Apply

Ready to take the next step in your career? Apply now for the **Office & Accounting Administrator** position by submitting your resume to richview@brownconsulting.ca . Job Offers will be subject to a Police Check for vulnerable persons. The anticipated start date for this role is **March 2, 2026**.

Richview Baptist Foundation is an equal opportunity employer that values diversity and is committed to fostering an inclusive environment. We are dedicated to meeting the accessibility needs of all applicants during the recruiting and selection process. Please let us know if you require accommodation or support.