Abiona Centre
For Infant & Early Mental Health

# Internal / External Job Posting

**Accountant**

**Full Time Permanent**

**Abiona Centre For Infant & Early Mental Health (the "Centre")**, is a client-centered organization focusing on infant and early childhood mental health. We support pregnant and parenting young mothers aged 1329, along with their babies who reside at the Centre or in the community. As an accredited Children's Mental Health Centre, we are the largest Young Parent Infant Centre in the province.

Our commitment is to create a better future for vulnerable pregnant and parenting young mothers and their children 0-6. Our infant and early childhood mental health programs give our clients the tools they need to build secure relationships with their babies, cope with life's adversities, find help when needed and succeed in life. We offer a live-in treatment program, transitional housing, on-site high school programs, community housing support, housing and community support referral services, and maternal-infant mental health programs. Collaborating with community partners, our multi-disciplinary team provides wraparound programs addressing mental health, education, life skills, and transitional needs. The Centre also operates an EarlyON Child and Family Centre, along with two Early Learning Centres open to families, young women, and their children in the community.

Our vision is a world where families led by young women have the emotional and physical supports to realize their full potential.

Reporting to the Director of Finance and Corporate Services (DFCS), the Accountant is responsible for the application of accounting principles and procedures in order to prepare the financial statements by reconciling the Revenue and Balance Sheet Accounts on a monthly basis, and ensure appropriate internal control procedures are maintained at the Centre.

This position applies accounting knowledge and standard, and acts as a role model and coach to the Finance team to achieve the departmental and organizational goals.

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| **Position:** | Accountant |
| **Rate of Pay:** | $73,430 per annum |
| **Term:** | Full time permanent |
| **Program:** | Finance and Corporate Services |
| **Reports to:** | Director of Finance and Corporate Services |

**Qualification:**

- University degree and recognized Canadian accounting designation, or equivalent combination of education and experience
- Minimum 5 years of related accounting experience, including at least 3 years experience in preparing financial statements; experience working in the not-for-profit and community-based organization an asset
- Comprehensive knowledge of generally accepted accounting practices, budget administration, financial forecasting, analysis and reporting
- Excellent knowledge of federal and provincial legislation affecting

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charities and charitable status including CRA regulations in Canada.
- Proficient in the use of various software packages, including accounting (Sage 300 ERP), spreadsheet (Excel) and word processing (Word)
- Ability to analyze and reconcile numbers and avoid errors
- Excellent organizational, administrative, time management, and analytical, problem solving.
- Excellent oral and written communication skills
- Ability to take initiative, anticipate outcomes, work independently with minimal supervision
- Ability to work effectively with staff, volunteers, and others

**Working Condition:**

- Requires attention to detail.
- Requires speed, dexterity, and accuracy over long periods of time working on the computer
- Overtime as required

**Closing Date:** **November 25, 2026; 5:00 p.m.**

The Centre offers a dynamic work environment and career advancement opportunities. The successful candidate must have a negative criminal reference check and vulnerable sector screening as a condition of employment.

In accordance with *the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005,* and the *Centre's Accommodation Policy*, accommodation will be provided in all parts of the hiring process. Please make your needs known in advance.

The Centre encourages applications from persons who represent the diverse populations we serve.

**Qualified applicants should send their cover letter and resume by the closing date to:**
**Human Resources**
**Abiona Centre**
**1102 Broadview Avenue**
**Toronto, ON M4K 2S5**
**Fax: 416-425-4056**
**OR**
**Email: hr@abionacentre.ca**

**(please quote "Accountant" in the subject line)**

*We thank all applicants, however, only those we select for interview will be contacted.*

**Date of posting: November 11, 2026**