

Finance Admin for Non Profit

Job Summary:

All functions of bookkeeping and accounting functions of the organization. Ensures accurate recording and reporting of financial information through monthly statements and quarterly financials and reports to the Executive Director, or designate, Government Funders and others as directed by contractual requirements within time requirements. Processes accounts receivables, payables and bi-weekly payroll and is responsible for the preparation of the annual audit information as well as ensuring the organization is in compliance with all tax and reporting requirements. Experience with Non-Profit preferred.

Duties and Responsibilities:

- Works within the Generally Accepted Accounting Principles (GAAP) to ensure financial recording accuracy. Under the direction of the Executive Director, receives, posts, discusses and corrects account entries and balances.
- Codes source documents, posts transactions to general ledger and the management of prepaid expenses and asset acquisitions.
- Produces monthly financial statements, trial balance and other reports for the Executive Director, board, government and funders within timelines.
- Monitors cash flow, journal and ledger entries, produces monthly bank reconciliations and other accounting and financial functions, includes preparing cheques and making bank deposits and ensuring payments and documents are mailed out on time.
- Works with Auditors by preparing working papers to prove Statement of Financial Position accounts, works to design, maintain and prepare account reconciliation and analytic working papers. Responds to auditors' inquiries and makes required adjustments. Ensures that the year-end is completed in time to have financials available for the Annual General meeting.
- Process all government remittances, reports for government and gaming
- Ensures recording, posting and maintenance of receivables in accepted accounting procedures. Prepares and lists bank deposits of all cash and cheques received.
- Processes bi-weekly payroll. RRSP contribution, MSP and in house benefits management. Confirms hours of work from timesheets, checks employee expenses payable for signature, accuracy and posting. Responds to inquiries and requests from employees with regard to payroll. Follows up with resolution to discrepancies according to ADTS procedures. Compiles and maintains statistics and produces reports such as seniority, vacation entitlement, sick leave and benefits payable.
- Administers and manages petty cash and gift cards according to established procedures.
- Matches purchase orders with invoices, checks extensions of expense for accuracy. Prepares cheque batch, prints cheques from batch and arranges for signing. Mail and/or distributes cheques as necessary.

- Assists the Executive Director in the preparation of budgets and other financial reports by providing relative and correct documentation, accounting summaries and historical statistics.
- Learns and maintains and accurate knowledge of the reporting requirements of funders as required.
- Provides supervision for the Executive Assistant/Volunteer Coordinator.

Qualifications:

- Post-secondary courses in bookkeeping and payroll accounting.
- Experience in financial control methods, accounting principles, and financial statement preparation preferably within a non-profit or NGO.
- Proficiency with Simply Accounting.

Skills and Abilities:

This position requires an individual who possesses:

- Knowledge and ability to work with different software such as Sage Accounting Software, Payworks payroll program, word, excel, outlook, web based emails, databases and search engines
- Excellent verbal and written communication skills
- Can do attitude and ability to work well within a team environment
- Understanding of Non-Profit workplaces and need for volunteering for professional development

Must have valid Driver's License

Must be able to pass a vulnerable sector criminal records check

Must be highly organized and able to work well with others in a fast paced environment

Must be able to work well under stress

Must have at least 2 years' experience in a finance role

Please respond with cover letter, resume and salary expectations to email with Finance Position in subject line. Candidates that are currently on EI, have been on EI in the past 3 years or on parental leave in the past five years are encouraged to apply.

Closing Date: Until filled.

Email resume and cover letter with 2 references to pmacahonic@anndavis.org with Finance Position in the subject line of email.