Title: Junior Accounting Officer (Part-time)
Status/Type: Regular Part-Time (RPT)/ 20hrs per week
Deadline: Start date flexible
Location: National Resource Centre M9W GH3
Salary & Benefits: Annual salary range: $17, 974.50 -$19,653
RRSP and, upon eligibility, matching RPP. Not eligible for Extended Health Benefits.
Vacation: 10 days/four weeks per annum (80 hours)

Purpose:

The Junior Accounting Officer is responsible for several accounting processes including but not limited to accounts payable, expense management, and camp bookkeeping. These functions require liaising with Campus, Camp, High School, Workplace and various National Resource Centre teams.

Key Outcomes:

- ❑ Invoices and expense reports are accurately & timely paid
- ❑ Monthly journal entries and bank reconciliations are accurately & timely processed
- ❑ Work volumes are well managed and up to date
- ❑ Internal and external clients experience courteous and timely customer service
- ❑ In-person, mail, email and fax inquiries and correspondence are well managed & turned around within established department standards
- ❑ General accounting practices are followed, and files are accurately filed and maintained
- ❑ Transactions, cheques, ledgers and budgets are accurately processed and maintained
- ❑ Errors are minimal to non-existent
- ❑ Department standards, targets and deadlines are consistently met

Requirements & Responsibilities

- ❑ Ability to work on-site at the national office
- ❑ Provide support to the Accounting & Finance team
- ❑ Perform general and clerical accounting duties and tasks inclusive of filing, data entry, answering phones, processing mail and other duties as assigned
- ❑ Attention to details with a high level of accuracy
- ❑ Adherence to critical deadlines
- ❑ Day to day communication with internal & external clients, vendors, in-person and via phone, email and regular mail

Accounts Payable

- ❑ Process Vendor Invoices and Staff Expense reports
- ❑ Ensure Invoices and Expense Reports are paid on a timely basis and recorded accurately in the general ledger

Camp Accounting

- ❑ Provide assistance in camp accounting including invoice payments and bookkeeping
- ❑ Prepare monthly management reports as required

Reporting

- ❑ Assist with month-end reporting for Campus staff
- ❑ Resolve queries from Campus staff regarding their expenses
- ❑ Identify issues, present and discuss with management

Projects

- Provide support to various projects (e.g. the accounting system upgrade) as required

Qualifications:

Skills & Abilities

- Personal relationship with Jesus Christ and desire to grow as a follower
- Collaborative, a team player who values learning and working in community
- Ability to listen well and talk through accounting realities with wider staff colleagues
- Strong problem-solving skills and a commitment to handling and holding confidential information
- Excellent time management skills with ability to adapt to a dynamic, changing environment
- Excellent attention to details with ability to prioritize tasks and meet critical deadlines
- Willingness to carry out all tasks as assigned in order to serve the needs of the team

Education and Experience

- College or university training in accounting
- Expertise in generally accepted accounting practices
- Skilled in Microsoft Excel
- Experience with Microsoft accounting software a great asset
- Good communication skills – verbal and written
- A fast learner, self-starter and good team player

Position Level: 4

Compensation range: per current salary scale