

INTERVARSITY

Position Description

Title: Accounting Assistant

Purpose:

The Accounting Assistant is responsible for processing financial transactions (including payables), maintaining financial records, providing oversight over various accounting tasks, and taking ownership of some key reporting functions that require liaising with Campus, Camps, Donor Services and other National Resource Centre teams.

Relationships

Reports to:	Senior Accounting Manager
Direct Reports:	None
Internal Relationships:	Finance & Accounting Team NRC Teams Camp, Campus, High School & Workplace Teams Camp Bookkeepers
External Relationships	Regulatory authorities, donors, auditors, vendors and contractors

Personal Development, Key Requirements & Responsibilities:

Personal Development

- Growing personal relationship with Jesus Christ and commitment to a local church
- Sense of calling to the mission of InterVarsity and alignment with vision and values
- Life-long learner who values the discipleship of mind, body and spirit
- Develop areas of expertise related to job assignment
- Achieve and maintain personal fundraising targets as applicable

Key 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
- Performs bookkeeping function for 1-2 Camps
- 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

General Accounts Payable

- Process vendor invoices and staff Expense Reports; review expense reports to ensure compliance; make EFT or cheque payments
- Ensuring that Invoices and expense reports are being paid on a timely basis; maintains invoice and GL entry records
- Answer inquiries from staff and vendors

Camp Bookkeeping

- ❑ Make journal entries for revenue and expenses based on support provided by Camp Directors and CampBrain reports.
- ❑ Monitor accounts receivable and follow up with Camp Directors on collection status.
- ❑ Monitor monthly expenses to ensure expenses are in alignment with budget; noting any significant discrepancies to the General Camp Directors, Finance Director and VP of Camps
- ❑ Post journal entries; maintain invoice and GL entry records based on support provided by the Camp Directors
- ❑ Reconcile revenue in the GL to CampBrain
- ❑ Answer inquiries from the management teams, camp staff and vendors
- ❑ Prepare monthly bank reconciliation on a timely basis
- ❑ Review monthly financials and report any issues to the Finance Director, General Camp Directors and VP of Camps
- ❑ Prepare documentation needed for audit and answer auditor's questions

Projects

- ❑ Provide support to various projects (e.g. the expense 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
- ❑ A fast learner and self-starter with the ability to plan, organize, prioritize, and work well under pressure and tight deadlines
- ❑ 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
- ❑ Strong proficiency in Microsoft Excel required (including formulas, pivot tables and data analysis)
- ❑ 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
- ❑ Attention to detail with a high level of accuracy
- ❑ Good communication skills – verbal and written
- ❑ Strong interpersonal skills and ability to communicate well with vendors and staff
- ❑ Willingness to carry out all tasks as assigned, in order to serve the needs of the team

Education and Experience

- ❑ A post-secondary degree in finance, accounting or business or equivalent work experience (Minimum 2 years)
- ❑ Knowledge of generally accepted accounting practices
- ❑ Experience with Microsoft accounting software would be an asset

Key Outcomes:

- ❑ Tasks are prioritized and executed efficiently
- ❑ Department standards, targets and deadlines are consistently met
- ❑ Invoices and expense reports are accurately recorded and paid on time
- ❑ Monthly journal entries and bank reconciliations are done on schedule

- ❑ Internal and external clients experience courteous and timely customer service
- ❑ In-person and email 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

Position Level: 4

Compensation range: per current salary scale