



Internal Job Posting: Payroll Administrator and Accounting Assistant

Title: Payroll Administrator and Accounting Assistant

Position: Permanent full-time

Reports to: Director of Finance

Start date: ASAP

Summary

The Bookkeeper is responsible to assist the Director of Finance with the company's financials, and accounting practices, the maintenance of its fiscal records, and the preparation of financial reports including monthly bank reconciliations. This position involves general accounting, payroll, accounts receivable and accounts payable.

Core Competencies

- Time Management
- Creative and Innovative Thinking
- Development and Continual Learning
- Problem Solving
- Accountability and Dependability
- Operating Equipment
- Ethics and Integrity
- Planning and Organizing
- Mathematical Reasoning
- Communication
- Teamwork

Job Duties

- Maintain books of account (including but not limited to preparing checks, posting invoices, preparing deposits, journal entries, reconciliations, petty cash, payroll)
- Oversee issuing of cheques / payment of invoices
- Liaise with project staff and support them in book-keeping needs related to their program areas
- Complete all payroll, accounts receivable and accounts payable functions using Sage 50
- Complete monthly reconciliation for all accounts (bank and brokerage accounts)
- Exert care and control over assets and records and establish procedures for safeguarding
- Assist in maintaining policy and procedure documentation for accounting department
- Maintain an accurate and complete trail of supporting documentation for all financial and bookkeeping activities

- Maintain up-to-date, complete and systematic filing system to support book-keeping and financial records
- Provide forensic book-keeping services as necessary
- Provide support and back up to reception

Requirements

- Payroll Administration Certificate required
- Business Accounting Certificate required
- 2+ years of experience in accounting / payroll
- Excellent computer skills
- Excellent communication skills both verbal and written
- General understanding of computerized accounting systems
- Excellent working knowledge of MS Word, Sage 50 and Excel
- Accuracy and attention to detail while working under tight deadlines
- Assertive, comfortable communicating with various types of individuals
- Good interpersonal and customer service skills
- Billing experience is an asset
- Good team player
- Able to build and maintain lasting relationships with departments
- Ability to follow through and complete overlapping projects
- Good organizational, time management and prioritizing skills
- Strong problem identification and problem resolution skills
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts
- Ability to interpret and implement company policies and procedures
- Good organizational, time management and prioritizing skills
- Effective communication skills with individuals at all levels of the organization

Working Conditions

- Travel may be required
- Ability to attend presentations
- Manual dexterity required to use desktop computer and peripherals

Interested Candidates can apply by submitting their cover letter and resume to:

Betty Barnhardt
Director of Finance
finance@ywcaste.ca

Application deadline: March 27, 2022

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