



Job Description

Job Title: Accountant

Position Type: Part time

Salary: Competitive

Location: Greater Toronto Area (with remote working)

Start Date: ASAP

Deadline: July 27th, 2022

About the role:

- Processes and records all account payables and payroll.
- Verifies with receivables to provide oversight of daily entries to ensure accuracies and rectify any discrepancies.
- Prepares monthly bank reconciliations and year-end financial statements to meet periodic reporting requirements.
- Implements and maintains required internal controls.
- Records, reconciles, and analyzes all transaction related to donor portfolios
- Develops and monitors overall budget in collaboration with Finance Director and management personnel and ensures compliance with the approved office budget.
- Analyzes account information to assist in planning and controlling operations including work paper preparation and reconciling financial discrepancies.
- Completes all administrative tasks relevant to finance including maintaining donor records, upkeeping tax receipts and answering donor queries.
- Maintains on-going record of available funds and reports to Operations Manager on funding for programs.

- Informs the Finance Director on the monthly and year to-date status of the accounting activities
- Participates in the annual financial audit as required by office policy and other organizational regulations. Collaborates with auditors to implement approved changes and enhancements.
- Be aware of CRA policies/regulatory requirements with respect to financial compliance.
- Clarify confusion over financial issues related to CRA expectations to ensure financial decisions do not place the charity in a vulnerable position for sanctions.
- Ensure all required financial records are available to support CRA reporting expectations and can be effectively transferred to the appropriate T3010B reporting lines.
- Work collaboratively with other officers and staff to ensure the T3010B is submitted to CRA in an accurate and timely manner
- Ensure the board of directors is properly involved in reviewing and approving the information related to the T3010B Information Return before submitting to CRA.

OTHER RESPONSIBILITIES

- Performs additional duties as required by the Finance Director.
- Prepares and files semi-annual HST rebate report.
- Prepares and files Canada Revenue Annual Return.

QUALIFICATIONS:

- University degree in Accounting (essential)
- Experience working with a charity (essential)
- Ability to work independently or in a team environment
- Detail oriented and well organized to meet internal and external deadlines
- Proficiency in Microsoft Office including Excel and Word
- In-depth knowledge of Canadian financial laws (essential)
- Experience in fund accounting (essential)