### Position Title:
Junior Accountant

### Department:
Finance

### Reports to:
Director of Finance

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**SUMMARY**

The Junior Accountant is an essential role in a busy and growing Not for Profit (NPO) agency with a strong reputation for excellence. This position will provide opportunities for learning and growth to a candidate who sees their future in the NPO environment with a strong and supportive work culture.

Under the direction of the Director of Finance, this position will provide primary accounting to the organization including full cycle accounting, accounts payable and receivable, banking, cash flows, payroll, and benefits.

**Key Responsibilities**

- Performs weekly, monthly, quarterly, and annual accounting activities in accordance with varying needs of funders and not-for-profit management
- Process weekly all purchase orders, cheques, direct payment requests and cash transactions; and insures they are tracked and charged appropriately
- Process all accounts payable and receivable and ensure all invoices and payments / cheques are tracked and reconciled
- Maintenance and oversight of the cash management EFT system
- Understands and refers to budgets, cash flows, forecasts, and other financial reports
- Supports Director of Finance to prepare for annual audit and financial monitors
- Maintains financial related filing system and annual calendar
- Processes bi-weekly payroll
- Processes and maintains records for staff reimbursement
- Responsible for the bank deposit of incoming payments and collections
- Maintain and manage HR records
- Responsible for maintaining the administrative functions of the HR system - Humi
- Updates and keeps current the CRC records
- Supports the on/off boarding of employees, including benefits package management
- Organizes finance and contract filing systems and calendars
- Adheres to onsite Health and Safety Procedures
- Performs other duties as assigned by Senior Management

**Key Competencies**

- **Values.** Behaves consistently with clear personal values that complement Impact North Shore’s values of excellence, diversity, and respect
Job Posting

- **Integrity & Ethics.** Ensures integrity in personal and organizational practices. Builds a respectful and client-centered workplace
- **Innovation.** Thinks creatively; is open to new ideas and technologies. Is committed to developing effective and new approaches to service excellence. Is flexible and adaptable to meeting changing demands of clients, funders, and other stakeholders
- **Accountability.** Accepts and creates a culture of accountability; fosters personal growth; takes personal ownership. Is self-aware and demonstrates a commitment to ongoing learning and continual improvement. Assess risk and develops risk mitigation strategies
- **Engagement.** Shows passion for the job and the mission of Impact North Shore
- **Effective Communication.** Fosters open communication, listens to others, speaks effectively, and prepares written communication so that messages are clearly understood
- **Organized & Efficient.** Plans ahead and works in a systematic and organized way. Follows directions and procedures and ensures deliverables are meet on time and according to agreed standards

**QUALIFICATIONS**

**Minimum Qualifications**
- Certificate in Accounting or equivalent working experience
- 5 years of experience in payroll systems
- 5 years of experience in general accounting procedures
- Excellent knowledge of QuickBooks, Excel, and other MS Office Programs
- Good organizational ability, attention-to-detail skills, and excellent communication and computer skills.
- Experience in handling routine financial documents and organizing and maintaining standard office procedures.
- Able to function in a fast-paced environment and remain calm during periods of high demand.
- Ability to plan and organize work independently in a complex funding environment and to meet deadlines.

**Additional Information**

Hours: 35 hours / week (hybrid work schedule)
Salary Range: $28.00 - $33.00 per hour dependent on experience
Posted until filled. Resumes reviewed upon submission
Email cover letter and resume to: hr@impactnorthshore.ca
Reference: Junior Accountant

Impact North Shore is an equal opportunity employer. Thank you for your interest, only short-listed applicants will be contacted.