



Job description - Accounting Assistant

Job Summary

We are seeking a detail-oriented and proactive Accounting Assistant to join our finance team. The ideal candidate will support various accounting functions, including accounts receivable and accounts payable, while ensuring accurate financial reporting and compliance with company policies. This role is essential for maintaining the integrity of financial data and providing support to the accounting department.

Duties

A/P

- Ensure all incoming invoices are compliant, correct and authorized by appropriate individuals
- Ensure invoice coding is appropriate to specific account and program codes
- Obtain EFT payment information for new vendors
- Enter into accounting software (SAGE) all invoices by batch according to method of payment (i.e. EFT, e-transfer, pre-authorized debit, cheque payment)
- Post batches when completed
- Prepare payments as needed for approval by directors according to director availability. EFT is typically done weekly. Online, e-transfers and cheque payments are typically done semi-monthly
- Set up new Vendors within SAGE including payment information for EFT payments

CSIL

- Receive and record timesheets for CSIL staff payroll
- Ensure new employees receive, complete and return required tax documents
- Calculate and prepare semi-monthly payroll for CSIL clients using Quickbooks and provide paystubs to the clients
- Prepare monthly financial reports on behalf of CSIL clients and submit to VCH
- Ensure monthly/quarterly payroll remittances are completed and for some clients, pay the remittances at their home bank.
- Prepare year-end tax documents (T4's) and summaries for CSIL client employees with Finance Director's support
- Communicate with and visit CSIL clients as needed

Credit Cards



- On or after the 21st of each month, logs on to Collabria (BlueShore Financial) website to obtain current MasterCard statements for staff
- Downloads and saves to file, delivers copies to each staff for their reconciliation
- Prepare credit card reconciliation tracking page to ensure all reports are submitted by cardholders. Follow up as needed
- Once reconciliations are received back with supporting documentation (receipts) from Managers/Directors, records in SAGE

Bank Deposits

- Receive and record all incoming cash or cheques for deposit
- Prepare bank deposits as needed
- Make bank deposits (BlueShore Financial) as needed

Bank Reconciliation – Operating Account

- Towards the end of each month, begin recording all regular monthly bank transactions (debits and credits) in preparation of the reconciliation.
- On the first business day of each month, reconcile the previous month's bank statement, first confirming all transactions are recorded as required.
- Once completed, advise Director of Finance

Donations

- Record donations received directly to the agency (not through Canada Helps) and deposit to appropriate accounts (Association or Foundation)
- Prepare tax receipts for signing and mail out when completed
- Ensure donations are tracked and recorded appropriately
- Advise Executive Director of direct donations received so that she can prepare and send thank you notes

Tax Documents (T4A's)

- Track any new contractors through the calendar year as T4A recipients
- Prepare T4A summary and create T4A's through CRA portal
- Final summary and actual filing with CRA to be completed by Director of Finance

MISC.

- Monitor Finance email daily and record miscellaneous credits to the operating account ensuring all are completed prior to beginning bank reconciliation
- Monitor SAGE email
- Process and record credit card payments received for individual contracts



- Communicate with resident parking stall renters as needed
- Maintain electronic financial files, specifically for archiving and y/e purposes
- Maintain and manage archiving of A/P, bank, credit card & CSIL files for on and offsite storage.

Requirements

- Proficiency in accounting software such as Xero, ADP, Workday, PeopleSoft, or UltiPro is preferred.
- Strong understanding of accounts receivable and accounts payable processes.
- Excellent mathematical skills with a keen attention to detail.
- Ability to work independently as well as collaboratively within a team environment.
- Previous experience in a financial services role is a plus but not required.
- Strong organizational skills with the ability to manage multiple tasks effectively.
- Excellent communication skills for interacting with clients and colleagues.
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Join our team as an Accounting Assistant where you can contribute to our financial operations while developing your skills in a supportive environment.

Job Type: Casual

Pay: \$29.00-\$31.00 per hour

Expected hours: 20 per week