

Parrainage Civique de la Banlieue Ouest West Island Citizen Advocacy

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Email : info@wica-pcbo.com website : www.volunteerwica.com, www.benvolepcbo.com

Position Title: Accountant

Reporting to: Executive Director

Position Type: Four days (26 hours) per week

Salary: to be discussed

Role: The accountant will work with the Director and the Treasurer in setting up or running appropriate financial systems, preparing budgets and budget information and ensuring that the financial accountability of the organization is kept in good order.

Primary Duties and Responsibilities:

- Prepare monthly adjusting entries & monthly financial position statements for the organization
- Analyze monthly financial statements & present at Board of Directors meetings
- Keep track of all bank account balances and doing monthly reconciliations
- Prepare bi-weekly payroll cheques and monthly DAS remittances, as well as annual T4s, Relevés and CSST salary declarations
- Pay petty cash expenses, balancing and replenishing petty cash
- Pay bills the organization may incur, including travel expenses for the staff
- Prepare deposits, post & go to bank
- Reconciliation of donations - accounting software vs data base
- Reconciliation of fundraising income - accounting software vs data base
- Keep all necessary information on, and preparing, income tax receipts for the charity number
- Prepare the annual report on the charity number
- Assist in fundraising activities
- Prepare schedules and reconciliation of the year-end audit file and year end adjusting entries
- Prepare general ledger account groupings for auditor's financial statements
- Prepare semi-annual GST/QST refund forms
- Assist director in preparing budgets and reports for the various programs of the organization
- Assist director in preparing budgets and reports for the various funders of the organization
- Prepare employee employment records
- Prepare group insurance forms & remittances
- Order office supplies
- Filing

Qualifications:

Education

- A university or college degree in accounting with at least two years' experience.

Knowledge, skills and abilities:

- Accrual accounting
- Accounting software, Quick Books an asset
- Computerized spread sheet capabilities, ex Excel
- Budget preparation
- Word processing
- Computerized data base experience

Please send your resume and cover letter to **mnewhook@wica-pcbo.com**.