ActionDignity is a community-based organization that facilitates the collective voice of Calgary’s ethno-cultural communities towards full civic participation through collaboration.

Job Posting No. 19-12

Position Title: Accounting Assistant

Reports To: Finance & Payroll Coordinator

Direct Reports: None

Position Summary:

The Accounting Assistant is responsible for recording and reporting financial transactions that meet the accepted accounting principles and procedures (GAAP) and governmental requirements. This position reports to the Finance & Payroll Coordinator. This is a part-time position of 24 hours per week with a benefit package. The job requires occasional flexible time commitment.

Key responsibilities:

- General accounting and bookkeeping:
  - Process supplier invoices
  - Reconcile bank statements, credit card statements and bank deposits
  - Issue cheques for all accounts due
  - Compile and maintain financial files, records and source documentation
  - Comply with internal control processes and procedures
- Process journal entries for payroll using ADP payroll register (Payroll services are outsourced to ADP)
- Enter and reconcile payroll reports
- Assist in government reporting requirements e.g. AGLC, T3010, T4A, T1044 Returns, GST Returns and GST refunds
- Assist in preparing backup reports and information as required by the auditor(s).
- Maintain properly recorded and entered transactions into the computerized SAGE 50 accounting system
- Participate in staff meetings and activities as required
- Perform other duties as required
Qualifications:

- Diploma in Accounting /Finance with a minimum of 3 years relevant work experience
- Efficient and at least one-year experience in using SAGE accounting software
- At least two years experience preparing financial spreadsheets, and reports, as well as full cycle accounting
- A demonstrated understanding of or experience in the non-profit sector is preferred
- An in-depth understanding of internal and external audit requirements and Canadian Generally Accepted Accounting Principles
- An understanding/working knowledge of CRA regulations as it impacts not-for-profit/charitable organizations
- An understanding/working knowledge of the requirements for processing fund raising transactions and record keeping guidelines for fund raising activities
- Analytical and problem-solving skills
- Intermediate level skills in Microsoft Office, specifically in Microsoft Excel
- Self-starter and able to work independently
- Ability to communicate effectively with staff members at all levels of the organization
- Strong interpersonal and verbal and written communication skills
- Self-motivated with experienced judgment and excellent time management skills
- Ability to maintain strict confidentiality in performing the duties
- Organized with the ability to prioritize conflicting tasks with tight timelines in a fast-paced environment
- Open to occasional flexible work hours
- Understands and adheres to values, vision and mission of ActionDignity

Kindly submit both the cover letter and resume specifying **Job Posting No. 19-12** via email to jobs@actiondignity.org or mail to ActionDignity at 915 – 33rd Street NE, Calgary, Alberta T2A 6T2.

This posting will remain open until **November 17, 2019** or until we find a suitable candidate. We thank all applicants for their interest, however, only those being considered for interview will be contacted. Thank you.