

## **ACCOUNTING OFFICER**

Reporting to the Director of Finance and Administration, the Accounting Officer will contribute to the achievement of the organization's strategic objectives and provide administrative, financial and logistical support to the organization.

### **Duties**

#### **Accounting-related duties (40%)**

- Accounting and recording of sales and accounts receivable.
- Performs billing.
- Reconcile cash from activities (programming and room rentals), deposits and bookkeeping.
- Replenish floats as needed.
- Ensure with the support of the receptionist of 340 Provencher that the daily sales reports and money are balanced daily.
- Ensure with the support of the receptionist of 340 Provencher that the daily sales reports and money are balanced daily.
- Performs or verifies the coding of invoices and makes journal entries in Quickbooks and maintains a record of the entries made during the year.
- Assist in reviewing general ledger accounts in Quickbooks, prepare documentation for fiscal year end and make final journal entries.
- Assist in the preparation of the financial report (internal Excel document with forecasts) for the Board of Directors.
- Assist in the preparation of the annual budget.
- Integrate the financial tools of the EventPro platform into the accounting processes.
- Assist in the preparation of various government financial reports (cash flow, etc.).
- Assist in producing month-end and quarter-end reports in a timely and accurate manner.

#### **Duties related to administration (40%)**

- Support the Director of Finance and Administration in their tasks.
- Take over certain tasks assigned by the Director during their absences.
- Assist the CEO and the Director of Finance and Administration with administrative tasks related to policies and procedures as well as the staff manual.
- Assist the CEO with the management of the Board of Directors, ordering meals, preparing materials for meetings as well as acting as secretary for Board and committee meetings.
- Attend Board of Directors meetings, ensure necessary mailings for meetings, prepare agendas, minutes and any other necessary follow-up.

- Assist in the proper management of contracts, T4A spreadsheet, cheque requisitioning and other duties.
- Annual preparation of documents for archiving.
- Establishing and maintaining a filing system and archiving procedures; and ensuring the confidentiality of all information in accordance with organizational policies and procedures.
- Take care of office supplies and replenish inventory.
- Sort and route mail, apply postage and post it (with the support of the receptionist at 340 Provencher).
- Call when the printer is defective and place orders for ink.

#### **Other duties (20%)**

- Manage the activities of the administrative and secretarial team.
- Replace the receptionist at 340 Provencher as needed.
- Active participation in staff meetings.
- Propose different elements to improve the functioning of the finance and administrative department and develop the corresponding tools.
- All other tasks as requested by the CEO and Director of Finance and Administration.
- Continuous training:
  - Assumes personal responsibility for keeping skills current by attending continuing education sessions, viewing videos, reading articles, and participating in seminars as needed.
  - Pursues professional development through relevant participation in continuing education.
  - Share the knowledge and skills they have acquired with their peers.

#### **Education and training**

- University degree with a concentration in Business Administration or Management

#### **Experience**

- Experience in the field of accounting and interest in the arts and nonprofit management.

#### **Skills**

- Bilingual: very good communication skills in French and English, both oral and written.
- Knowledge and relevant experience in the field of accounting.
- Strong organizational skills and excellent ability to prioritize tasks.
- Ability to work independently as well as in a team environment.

- Accomplishes tasks within the required time frame; Good ability to adapt to new situations, initiative; Can make decisions quickly.
- Computer knowledge of Quickbooks, Word and Excel.
- Willingness to write a variety of documents in both languages.
- Proof of full immunization against COVID-19.

**To apply : please send your application with resume and cover letter to [glavack@ccfm.mb.ca](mailto:glavack@ccfm.mb.ca)**