

Accounting Assistant

Position type: Permanent
Location: Toronto, ON
Years of experience: 3+

The Opportunity

The YWCA Canada has a team of highly energetic, inspired and dedicated professionals committed supporting the mission and vision of YWCA Canada. The Accounting Assistant will be motivated by results, and have demonstrated track record meeting deadlines. The person will work in a collaborative environment, for YWCA Canada and its member associations across the country.

Learn more about YWCA Canada:

YWCA Canada is the country's oldest and largest women's multi-service organization. Our Member Associations across the country serve women and girls in nine provinces and two territories. YWCA Canada is the nation's single largest provider of shelter to women and children fleeing violence. For more information visit www.ywcacanada.ca, find us on Twitter [@YWCA_Canada](https://twitter.com/YWCA_Canada) or at www.facebook.com/ywcacanada.

How You Will Have an Impact:

YWCA Canada is seeking an Accounting Assistant to work in our Toronto office. This position reports to the Director of Finance and works collaboratively with other office staff. This role is responsible for supporting a range of Finance and Administrative functions, including the timely follow up with internal and external stakeholders to ensure smooth operations.

Key Responsibilities

Finance

- Process, obtain approvals and input supplier invoices and expense claims in QuickBooks
- Obtain signatures for cheques and send out supplier cheques
- Liaise with suppliers to ensure timely payments
- Match supporting documentation to expense charges on credit card statements and input in QuickBooks
- Set up pre-authorized payments (PAPs), process PAPs and enter in QuickBooks
- Prepare deposit slip and deposit funds in the bank
- Record donations in QuickBooks
- Prepare donations listing and reconcile donations in QuickBooks to Donor Perfect donations listing (monthly)
- Prepare and send invoices, credit memos, and purchase orders, and record in QuickBooks
- Record receivables in QuickBooks, prepare quarterly receivables listing, follow-up regarding collection
- Enter other financial information, including journal entries and the Budget, in QuickBooks
- Obtain variance reports for management team from QuickBooks
- Maintain listing of staff vacation time and other leaves information
- Obtain and file member associations' financial statements, prepare affiliation fee invoices, distribute them, record confirmations of fees and follow up re collection (annual)
- Account analyses, and reconciliations, including the monthly bank reconciliation
- Manage, count and prepare inventory documentation/listing
- Manage and reconcile petty cash

- Develop Excel templates for incoming new projects
- Develop expense reports and manage expense tracker
- Support board finance meeting administration (Scheduling, minutes for audit, finance and membership committees' meetings, etc.).
- Process company receipts, sales invoices, and payments from customers and suppliers
- Monitor accounts payable, following up on outstanding balances when required
- Monitor project and team budgets and issue regular variance reports
- Process employee wages and expense claims
- Prepare balance sheets and profit and loss statements
- Handle insurance claims

Other

- Manage accounting and office suppliers
- Filing, e.g. bills, expense claims, cheque documentation, PAPs, credit card statements, affiliation fees
- Obtain and distribute the mail
- Maintain email lists
- Ensure CRA compliance with donor receipting policies
- Any other tasks that may be required by management from time to time.

EDUCATION, EXPERIENCE, SKILLS, AND CHARACTERISTICS

- Minimum 3 years of Finance and Accounting experience, preferably in the charitable sector
- Bachelors/Diploma in Accounting/Bookkeeping or equivalent is preferred
- Strong QuickBooks Online and Microsoft Excel knowledge
- Knowledge of financial principles and accounting terminology
- Methodical working style
- Ability to multitask & prioritize while working independently
- Strong problem solving skills
- Demonstrated track record of meeting deadlines

Apply

To apply, please send your resume with cover letter to mayaroy@ywcacanada.ca. No phone calls please. We thank all who express interest, but only those selected for an interview will be contacted. YWCA Canada is an equal opportunity employer and we encourage diverse candidates to apply.