

# Accounting Coordinator

## Job Posting

We are seeking an **Accounting Coordinator** on a six (6) month contract to join the Finance and Operations team. This position maintains all necessary and appropriate records, files and processes to ensure the smooth and compliant financial operation of the organization, with a focus on accuracy and transparency. This includes processing and monitoring donations, grant payments, expenditures and preparing and completing the payroll. This position reports to the Vice President, Finance and Operations.

The Canadian Women's Foundation is a national leader in the movement for gender equality in Canada. Through funding, research, advocacy, and knowledge sharing, we work to achieve systemic change. We support women, girls, and gender-diverse people to move out of violence, out of poverty, and into confidence and leadership. Since 1991, our generous donors and supporters have contributed more than \$185 million to fund over 3,000 life-transforming programs throughout Canada. For more information about the Foundation, visit our [website](#). To learn more about what we offer to employees and why you should apply, visit [Work With Us](#).

We strongly encourage applications from women, Two Spirit, trans, and non-binary people who identify as Black and/or racialized, First Nations, Métis, and Inuit, living with disabilities, and/or members of 2SLGBTQI+ communities.

### Key Duties and Responsibilities

#### Accounting and Bookkeeping functions

- Perform the day- to-day processing of all bookkeeping transactions
- Accounts Payable: review and verify all invoices, obtain approvals and backup, prepare payments on a weekly basis.
- Prepare deposit batches, record appropriate transaction, reconcile deposits from multiple sources.
- Prepare grant disbursement payments in accordance with financial controls and protocols
- Prepare and post monthly Journal Entries to the General Ledger
- Monitor cash flow and cash management
- Assist in all functions pertaining to year-end closing and annual audit
- Post, report and remit HST rebate

- Deal with routine financial transactions and correspondence. Maintain all financial records in a prescribed manner.

### **Payroll administration**

- Administer payroll, identify and resolve discrepancies
- Post and maintain records for taxable benefits
- Monitor remittances to Receiver-General for source deductions
- Monitor T4 and T4A preparation and distribution
- Prepare WSIB and other provincial Work and Safety reports and remittances

### **Qualifications and Experience**

- Degree or diploma in business or administration and certification in bookkeeping or financial management
- 3 years accounting or bookkeeping experience including accounts payable, accounts receivable, payroll and general ledger in a similar nonprofit organization
- Solid understanding of fund accounting
- Paid or volunteer experience with a women's organization is preferred

### **Skills**

- Demonstrated working knowledge of QuickBooks, Excel and payroll systems- ADP is strongly preferred.
- Solid understanding of generally accepted accounting principles and standards for charitable organizations in Canada
- Knowledge of regulatory requirements of processing payroll accounting transactions and payroll returns
- Ability to communicate clearly and concisely, verbally and in writing, in English
- Must be able to keep payroll information and employee benefits strictly confidential
- High degree of accuracy and excellent attention to detail
- Ability to work independently with minimal supervision
- Excellent interpersonal skills and ability to collaborate within a team environment

### **Expectations and Conditions**

The chosen candidate will be able to start work as soon as possible and would complete a three-month probation period. Hours of work will be between 30-35 hours per week.

## **Compensation**

The hourly rate for this position is between \$27-\$32 per hour. This is a six (6) month contract with the possibility of extension.

## **Job Location**

Depending on the location of the successful candidate, this position could be work from home, hybrid or in office. Our head office is in Toronto, ON but we are seeking candidates from anywhere in Canada. Some travel within Canada may be required.

## **Apply Today by Submitting:**

- A one-page cover letter outlining why you want to be part of the Canadian Women's Foundation and briefly summarizing your key skills and relevant experience.
- A resume that provides an overview of your work, education, and volunteer experience.

The deadline for submission is 11:59 pm on July 7, 2024. Please email the document to [humanresources@canadianwomen.org](mailto:humanresources@canadianwomen.org) and indicate "Accounting Coordinator" and quote reference number "OP-005" in the subject line.

We will be reviewing applications as they are received; early applications are encouraged.

## **Canadian Women's Foundation Commitment to Equity**

The Canadian Women's Foundation is strongly committed to equity in employment and seeks to attract, select, and hire a diverse team with a high level of professional skills, passion for and belief in our vision and mission. We aim to be inclusive of diverse people across gender and sexuality spectrums. This includes people who identify as women, girls, trans, Two Spirit, genderqueer, non-binary, and 2SLGBTQI+. If comfortable, we encourage candidates to share information about their identities, lived experiences, and the communities they are part of in their cover letter.

The Canadian Women's Foundation adheres to Canadian Human Rights legislation and will provide accommodation to candidates during any part of the interview or hiring process, if requested.

We thank all applicants for their interest. However, only those selected for a first interview will be contacted. We anticipate two rounds of interviews before the successful candidate is selected.