

JOB DESCRIPTION

POSITION: Accounting Assistant

EFFECTIVE DATE: February 1, 2023

DEPARTMENT: Finance

REPORTS TO: Finance Manager

DIRECT REPORTS: None

JOB SUMMARY

The Accounting Assistant's primary responsibility is ensuring organizational effectiveness by providing accounting and clerical support to the Finance department. The position responsibilities include daily bookkeeping tasks such as accounts payable (AP), accounts receivable (AR), preparing invoices and assist with other related duties and special projects as assigned.

OVERALL GOALS FOR THE POSITION

1. Help keep the Finance department running smoothly and meet the day-to-day operational needs.
2. Ensure transparency, accuracy and efficiency in all transactions.

ROLES, RESPONSIBILITIES AND EXPECTATIONS

- Oversee accounts payable, including coding, entering, processing, and keeping all records in an orderly and timely fashion.
- Process accounts receivable, including issuing invoices, applying cash receipts, and collection of receivables.
- Research and rectify accounts receivable or accounts payable discrepancy issues.
- Process invoices for contractors, instructors, and employee reimbursement / expense reports.
- Participate, contribute, and report at departmental meetings.
- Assist internal business partners with any customer service needs.
- Help with general ledger account reconciliation, month-end, year-end closing, and financial audits.
- Provide departmental vacation relief.
- Other related duties and ad hoc projects as assigned.

SKILLS, QUALIFICATIONS AND EXPERIENCE REQUIRED

Education requirements:

- Certificate, diploma or degree with a concentration in commerce or business.
- Proven accounting experience, preferably as an Accounts payable/receivable clerk.

Experience requirements:

- Minimum 2-3 years' relevant work experience.

Technical knowledge, skills & abilities requirements:

- Strong understanding of the day-to-day accounting functions of a small to medium sized business.
- Proficiency in data entry.
- Strong technology skills, particularly expertise with Microsoft Excel.
- Sage 50 experience is considered an asset.
- Reliable and able to maintain confidentiality of all financial data.
- Ability to multitask and attention to detail is critical.
- Has excellent written, verbal, interpersonal and presentation communications skills.

Soft skill requirements:

- Think Strategically – Assess options and actions based on trends and conditions in the environment, and the vision and values of the UNA.
- Build Relationships – Establish and maintain effective working relationships internally and externally to achieve the goals of the UNA.
- Creativity/Innovation – Develop new and unique ways to improve operations of the UNA and to create new opportunities.
- Focus on Community Needs – Anticipate, understand, and respond to the needs of internal and external members and residents to meet or exceed their expectations within the UNA parameters.
- Plan – Determine strategies related to the role's accountabilities to move UNA forward, sets goals, creates and implements actions plans, and evaluates the process and results.
- Lead – Positively influence others to achieve results that are in the best interest of the UNA.
- Make Decisions – Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the UNA.
- Organize – Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Solve Problems – Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Communicate Effectively – Demonstrate excellent verbal and written communication skills.
- Foster Teamwork – Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance effectiveness.
- Adaptability – Demonstrate flexibility, versatility and tolerance in a changing work environment while maintaining effectiveness and efficiency.
- Discretion – Understand and demonstrate ethical behaviour and business practices.