

JOB POSTING

Position:	Accountant
Position Type:	Fulltime
Duration:	37.5 Hours per Week
Department:	Finance
Closing Date:	December 6, 2018

PURPOSE:

To role model the mission - “DDRC promotes awareness and supports communities to include persons with developmental disabilities, thereby strengthening communities for all citizens.” Be responsible for full cycle accounting including; general ledger, accounts payable, accounts receivable, and accounting information system.

Leadership:

- Advises all staff with respect to correct coding, overdue accounts, accounting policies and procedures
- Consultation and information sharing with all DDRC staff
- Liaises with Management Team and support them in financial record-keeping needs related to their program areas
- Liaises with the Volunteering and Development manager
- Liaises with families and staff of Persons with Developmental Disabilities, Family Services for Children with Disabilities, Alberta Children’s Programs & Services
- Acts proactively to recommend new systems, procedures or other ideas with respect to improvements and ongoing efficiency

Key Responsibilities:

- Oversees the maintenance of accounts (including, but not limited to, preparing cheques, coding and posting invoices, preparing deposits, journal entries, reconciliations)
- Administers accurate and timely handling of all Agency and business accounts payable (approximately 150 invoices per month)
- Administers all aspects of Agency accounts receivable, including all invoicing and recording of receipts (approximately 75 invoices per month)
- Oversees collections, dealing with families and Metropolitan Credit Adjusters, and recommends stop service when necessary (approximately 500 accounts)
- Prepares monthly/quarterly financial reports in coordination with management
- Reconciles the Agency donations monthly with the Volunteering and Development Manager
- Maintains year-end working papers and spreadsheets, and assist with preparation for any audits or independent reviews with support from the Controller
- Completes monthly reconciliation for all accounts
- Verbal and written communication with Persons with Developmental Disabilities and FSCD

JOB POSTING

- Maintains current knowledge of regulatory changes and impacts on the organization's books of account
- Processes credit card payments
- Maintains up-to-date, complete and systematic filing system to support financial records
- Follows Generally Accepted Accounting Principles and complies with Federal, Provincial and Civic regulations
- Furnishes internal reports, revises and updates reports to be more functional and efficient, and furnishes external reports as necessary
- Reconcile and prepare quarterly GST returns
- Provide back-up for the Payroll Coordinator for scheduled absence
- Performs all other duties as directed by the Controller

Professional Development and Training:

- Takes accountability to ensure all mandatory certifications and training are kept current

Education/Professional Certifications:

- Near completion of an accounting designation
- 3+ years of experience working in the accounting field (preferably in a not-for-profit)
- Experience in NPO

Experience:

- Accuracy and attention to detail while working under tight deadlines
- Demonstrated experience in payables, receivables, reconciliations, collections and financial reporting
- Working knowledge of accounting and payroll software
- Demonstrated superior excel skills

Mandatory Competencies:

- Ethics and integrity
- Good interpersonal skills
- Customer Service skills
- Analytical
- Critical and logical thinking
- Problem solving
- Analyzing and Projecting
- Team work
- Time management/prioritizing
- Effective communication

Personal Qualities:

- Demonstrated values consistent with the DDRC mission
- Commitment to professional development and continuous learning
- Able to build and maintain lasting relationships with departments and key Agency staff
- Able to handle multiple priorities and meet deadlines
- High degree of integrity and work ethics for assisting in the management of the financial resources of the Agency

Please send your resume to the email address employment@ddrc.ca citing "DDRC-18-30W-Accountant" in the subject line. *The DDRC is an equal opportunity employer. We thank all candidates for their interest. Only those selected for an interview will be contacted. We regret that we are unable to accept telephone inquiries.*