



ACCOUNTING TECHNICIAN

Reporting to: Executive Director

Summary of Functions:

Responsible for all financial aspects of NOVA West Island, including maintenance & implementation of accounting controls, procedures & policies

Role & Responsibilities:

Responsible for all accounting requirements, including but not limited to;

Finance:

- 1 Is responsible for accounts receivable (processing all invoices and ensuring payment). Contact with clients with regarding any inquiries and payment methods
- 2 Is responsible for accounts payable (has second-line cheque-signing authority)
- 3 Receives, processes and provides tax receipts, In Memoriam notifications and reports for donations received through various programs, including Donor Perfect, by mail, through Canada Helps, 3rd party fundraisers etc.
- 4 Prepares and provides input for the Annual Campaign mailing in conjunction with NOVA's Executive Director & Fundraising Coordinator
- 5 Is responsible for all banking transactions - deposits, transfer of funds, first line of contact with NOVA's CIBC representative
- 6 Prepares monthly financial reports for monthly meeting of the Executive of the Board of Directors
- 7 Maintains \$500 petty cash
- 8 Processes all year end entries ensuring a smooth transition to a new fiscal year
- 9 Works with Auditors annually, assisting and providing any & all documents required by them to complete the Audit
- 10 Prepares GST rebates yearly
- 11 Attends & assists in coordinating NOVA's Annual General Meeting
- 12 Works with Executive Director & Treasurer in preparing annual budget projections
- 13 Acts as back-up in processing of payroll and all related reports during vacation periods

Administrative:

1. Acts as Assistant to Executive Director & attends staff meetings
2. Assists in the organization of NOVA fundraising events & provides book-keeping and clerical support
3. Assists in the organization of the yearly volunteer party
4. Assists, attends & participates in NOVA Fundraising activities throughout the year as requested by the Executive Director
5. Provides back-up service for customer relations, ie telephone & walk-in inquiries

General Requirements:

- Is an effective organizer, detail oriented, with the ability to multi task and submits reports on a timely basis
- Is able to work independently and as a team player
- Demonstrates excellence in communication and interpersonal skills
- Maintains absolute confidentiality with regards to any and all client or donor information
- Promotes NOVA's charitable role, therefore demonstrating initiative and interest in the function of the organization

Qualifications:

- Knowledge of Sage Simply Accounting Program (or similar accounting program platform)
- Accounting experience and/or accounting I (college level)
- Proficiency in Microsoft office...ie Excel, Word, PowerPoint
- Bilingual, French & English, spoken and written
- Experience in medical environment an asset

Please submit your CV by July 22nd to glegault@novawi.org

Annual salary: \$57,000-\$68,000

Start date in July 2022