



<b>Position Title:</b>	Finance Assistant
<b>Contract Term:</b>	18 months, with option to extend term based on project funding
<b>Status:</b>	Full time, fixed-term contract
<b>Location:</b>	Ottawa, Ontario
<b>Reports to:</b>	Corporate Finance Manager
<b>Travel Requirement:</b>	None

## GENERAL DESCRIPTION

The Accounting Assistant is responsible for general accounting duties, which includes processing and reconciling a wide variety of accounting documents. Work is performed by applying knowledge of accounting terminology and using spreadsheets and accounting systems.

## RESPONSIBILITIES

### Accounts Payable

- Verifies items for numerical accuracy, coding and authorization; reconciles differences through follow-up with supervisor;
- Enters invoices into computerized accounting system; reviews transactions for changes and accuracy;
- Assigns codes to data;
- Prints cheques, attaches backup and forwards to signing officers; distributes signed cheques.
- Ensures cheque copies and backup are filed;
- Prepares money orders and bank drafts as required;
- Prepares accounts payable working papers at year end.

### Accounts Receivable

- Enters accounts receivable invoices and weekly deposit information;
- Prepares invoices.

### Transfers

- Prepares transfer documents for both overseas and in-Canada transfers;
- Maintains files;
- Liaises with transfer sending organization.

### Corporate Credit Cards

- Checks and enters corporate card expense reports into accounting system;
- Reconciles credit card balance sheet accounts;
- Monitors and maintains credit card balances (initiates card top-ups).



### Courier allocations

- Enters courier allocations into the accounting system;
- Reconciles account.

### Financial Statements

- Prepares, distributes and files monthly financial statements;
- Assists in balance sheet reconciliations;
- Assists with year-end audit preparation;
- Maintains accounting records in storage;
- Assists with other general accounting duties, as required.

### QUALIFICATIONS

- One to three years experience in bookkeeping and financial administration;
- Post-secondary education in a relevant field as asset.

### SKILLS AND KNOWLEDGE

- Ability to maintain and safeguard confidential information and individual/corporate privacy;
- Maintains effective communication with suppliers, credit unions and other financial intermediaries;
- Knowledge of generally accepted accounting and bookkeeping principles and procedures;
- Proven reliability and adaptability abilities;
- Comprehensive knowledge of MS Office and computerized accounting software e.g. Financial Edge.

### COMPETENCIES

Adaptability

Accuracy

Attention to Detail

Communication

Interpersonal Skills

Planning and organizing

Problem solving

Teamwork

### Application Process and Deadline

1. Applications must be received **no later than 4:00 p.m. Friday, February 16, 2018.**
2. Late submissions **will not** be accepted.
3. Applicants must include cover letter and resume. Cover letter **must include** salary expectation.

Please reference the job title in the email subject line and **submit your resume and cover letter in confidence** to apply@cdfcanada.coop.