



BISSELL CENTRE

Position Title: *Accountant*
Department: Administration
Supervisor: Director of Finance and Administration
Closing Date: *Friday, January 8, 2010*

General Description

Reporting to the Director of Finance and Administration the Accountant is responsible for all technical aspects of accounting at Bissell Centre. This position supports the Directors, Managers, and administrative and program staff by providing specialized expertise in the area of accounting, record keeping and reporting.

Responsibilities:

- In-depth knowledge of accounting principles and processes
- Strong verbal and written communication skills
- Strong problem-solving skills and ability to flexibly manage multiple tasks
- Ability to be self-directed and to work well within a team
- Flexibility, to accommodate different reporting requirements e.g. internal vs. external/a variety of funders.
- Ability to communicate in clear language with staff and managers on financial issues.
- Familiarity with the legal and regulatory environment in which non-profit organizations operate
- Excellent computer skills

Qualifications:

- Post-secondary education in Accounting
- Minimum of 3 years experience implementing and maintaining computerized accounting & information systems
- Knowledge and experience of the non-profit sector & fund accounting is highly desirable
- Familiarity with issues of poverty and the urban core is an asset

Screening Required

- Criminal Record Check
- Child Intervention Check

Training:

- Non-Violent Crisis Intervention Training

The above noted training must be completed during the first six months of employment and is provided by Bissell Centre.

Accounting:

- Work with the Director of Finance and Administration to perform accounting duties as required
- Reconcile general ledger accounts
- Work with Directors and Department Managers to prepare yearly budgets
- Prepare monthly budget variance reports and review with appropriate staff
- Prepare documentation and draft statements and liaise with auditors for the yearend audit.
- Monitor biweekly payroll, ensuring balance, input to accounting system, and accurate coding to the appropriate department
- Prepare annual GST, and WCB returns.
- Recommend changes\improvements in accounting to the Director of Finance & Administration
- Reconcile all agency bank accounts monthly and prepare all required journal entries
- Provide back-up to accounts payable and payroll functions

General:

- To work within the philosophy and mandate of the agency
- To abide by the policies and procedures of the agency
- To maintain confidentiality related to Bissell Centre
- To participate in regular supervision meetings and annual performance evaluations
- To perform other duties as required

Classification Level: Support Services 3

Salary Range: \$38,325 - \$45,762

Date Established: Dec 2009

Date Revised: