



CAREER OPPORTUNITY

Guided by Catholic values and teachings we serve children and youth within the Hamilton community by protecting their safety and well-being, strengthening their families, and nurturing lifelong relationships.

Catholic Children's Aid Society of Hamilton seeks interested and qualified applicants for:

INTERMEDIATE BOOKKEEPER

Full Time, Contract (10 months)

QUALIFICATIONS:

- Post-secondary education in Accounting or Business discipline
- Proven Bookkeeping/accounting experience (Minimum 5 to 10 years)
- Strong knowledge and understanding of Sage ERP/Accpac
- Patience, flexibility, professionalism
- Ability to work both independently and in a team environment
- Excellent interpersonal skills
- Excellent written and oral communication skills
- Excellent command of Excel
- High degree of accuracy and attention to detail
- Excellent analytical and organizational skills
- Capacity to quickly learn new systems

DUTIES:

- Petty cash disbursements and reconciliation
- Prepare and track invoices/accounts receivable
- Understanding of accounts payable, and ability to trouble shoot issues
- Backup other team members when required
- Prepare bank deposits
- Process credit card payments
- Enter monthly journal entries
- Donation receipts and reports using Donor Perfect Software
- Update several detailed excel worksheets used for both tracking and projecting, and follow up on issues that arise
- Track RESP eligibility, opening and transferring RESP's as per directives
- Assist with other reports as required
- Comply with health and safety policies, procedures and the Ontario Health & Safety Act.
- Committed to AOP values of justice, equity, respect of the beliefs and traditions of others.
- Committed to Society values of Success for Children, Youth & Families, Service Excellence, Integrity, Human Dignity & Respect, Communication & Collaboration, Compassion, Shared Accountability and Our Team.

We offer attractive benefits, with experience based remuneration.

Please apply in writing or e-mail to the attention of: hr@hamiltonccas.on.ca or 735 King Street East Hamilton, ON L8M 1A1

We are an equal opportunity employer and are committed to building an inclusive process that respects the dignity and independence of people with disabilities.

If you require a disability related accommodation in order to participate in the recruitment process, please inform Human Resources at 905-525-2012 ext. 3377.