



JOB POSTING

BELLEVILLE OR PICTON OFFICE

TITLE:	Accounting Coordinator (Temporary Assignment ending March 31, 2022)	POSTING DATE:	July 22, 2021
CATEGORY:	CUPE Local 2197	CLOSING DATE:	July 28, 2021
CURRENT JOB LOCATION:	Belleville	SALARY RANGE:	\$52,800 - \$66,010
START DATE:	August 16, 2021	REQUISITION #:	51

POSITION DESCRIPTION:

Reporting to the Supervisor, Finance, the Accounting Coordinator has a number of responsibility in addition to supporting the implementation of policies, procedures and Ministry directives:

Primarily this role will support the work required for OCBe/RESP/RDSP: the incumbent will assist with overall accounting and reporting functions of the Society, including, OCBe, RESP, RDSP, Procurement and KARE.

REQUIRED QUALIFICATIONS, KNOWLEDGE, EDUCATION AND SKILLS:

- Diploma from a 3-year accredited community college program, specializing in Accounting or Business Administration.
- A minimum of 2 years related experience in a full cycle computerized accounting environment, preferably in a not-for-profit, public sector organization.
- Advanced skills in the use of computers, particularly spreadsheet, database, accounting systems, and word processing software (Microsoft Office).
- Working knowledge of procurement processes.
- Experience with ACCPAC/Sage software would be an asset.
- Working knowledge of CICA standards for "Not For Profit Accounting".
- Knowledge of government programs such as Children's Special Allowances (CSA), Registered Education Savings Plans (RESP), Registered Disability Savings Plans (RDSP), Universal Child Care Benefits (UCCB), Ontario Child Benefit Equivalent (OCBe), Child Disability Benefit (CDB), Canada Pension Plan Benefit, and children-in-care trust accounts would be an asset.
- Excellent oral and written communication skills and interpersonal skills including the ability to interact effectively with all levels within and outside the organization.
- Strong organizational skills and good attention to detail for accurate results.
- Proven leadership and planning abilities and the ability to work independently with minimal supervision.
- Demonstrated organizational and project management skills.
- Ability to multi-task, meet time constraints and problem solve with minimal supervision.

The Employer reserves the right to waive the required qualifications in the event of other exceptional qualifications or experience.

TO APPLY: Please send applications, including up-to-date resume and cover letter outlining how your qualifications match the position requirements, by 4:30 pm on closing date.

Please reference Requisition # in application

Please submit via email to: careers@highlandshorescas.com

or via hard copy to The Human Resources Department

We are an equal opportunity employer and welcome applications from all qualified candidates. Accommodations throughout the recruitment and selection process are available upon request.

For a complete list of duties and qualifications, obtain job description by contacting HR

cc: Belleville Human Resources/Union Bulletin Board
Cobourg Bulletin Board

HR Database
TFC Bulletin Board

Bancroft Bulletin Board
Picton Bulletin Board