



# JOB PROFILE

JOB TITLE: ACCOUNTING ASSITANT	
<b>REPORTS TO:</b>	<b>SENIOR MANAGER, FINANCE</b>
<b>DEPARTMENT:</b>	<b>FINANCE</b>
<b>JOB LEVEL:</b>	<b>OPERATIONAL SUPPORT</b>
Core Purpose and Mission Statement	
<p><b>The Core Purpose</b> of the Ottawa Mission is to reflect Jesus' love in serving the homeless, the hungry, and the lost.</p> <p><b>Our Mission</b> is to by provide food, shelter, clothing and skills, and offer healing, faith and hope for building a wholesome life.</p>	
Vision & Values	
<p><b>Our Vision</b> is to become a collaborative leader and innovator in empowering those we serve in transitioning to wholeness.</p> <p><b>Our Values are</b> Acceptance, Respect, Compassion, Integrity and Independence</p>	
Position Purpose	
<p>Reporting to the Senior Accountant, the Accounting Assistant is responsible for providing financial, administrative and clerical services in an effective and efficient manner ensuring accounting records are accurate and up to date and that vendors and suppliers are paid within established time limits. He/she must work with minimal supervision and be able to identify when direction is required. He/she responds easily to new assignments.</p>	
Major Responsibilities	
<p><b>Accounts Payable / Accounts Receivable</b></p> <ul style="list-style-type: none"> <li>• Daily processing of accounts payable transactions ensuring records are accurately maintained</li> <li>• Manage invoices requiring approval, including distribution and collection of invoices and maintenance of invoice log book</li> <li>• Data enter invoices for payment, ensuring adherence to organizational policies, procedures and controls</li> <li>• Reconcile supplier statements monthly</li> <li>• Manage cheque runs weekly (or as required) in conjunction with availability of signing officers</li> <li>• Prepare vendor cheques for mailing</li> <li>• File and maintain vendor files</li> <li>• Other related duties consistent with above responsibilities, as assigned</li> </ul> <p><b>Credit Cards</b></p> <ul style="list-style-type: none"> <li>• Daily processing of credit card transactions ensuring records are accurately maintained</li> <li>• Control access to administration credit cards, ensuring adherence to organizational policies, procedures and controls</li> <li>• Data entry of credit card charges</li> <li>• Monthly reconciliation of Credit Card accounts</li> <li>• Prepare credit card payments in conjunction with vendor cheque runs</li> <li>• File and maintain credit card files</li> <li>• Other related duties consistent with above responsibilities as assigned</li> </ul>	

## JOB TITLE: ACCOUNTING ASSISTANT

### Cash Receipts

- Daily processing of cash receipts ensuring records are accurately maintained
- Prepare bank deposits for all monies not received through the Fundraising department
- Data entry of all bank deposits
- Monthly collection and reconciliation of client rent revenue
- Monthly collection of coin laundry monies
- Weekly collection of pop machine monies
- Other related duties consistent with above responsibilities as assigned

### Petty Cash

- Maintenance of Administrative petty cash account
- Control access to petty cash, ensuring adherence to organizational policies, procedures and controls
- Bi-monthly reconciliation of petty cash (as a minimum)
- Prepare replenishment cheque as required
- Other related duties consistent with above responsibilities as assigned

### Administrative

- Provide administrative support ensuring effective and efficient office operations
- Maintain filing system for all financial documents
- Ensure the confidentiality and security of all financial and employee files
- Process, prioritize and redirect incoming mail
- Other related duties consistent with above responsibilities as assigned

## Other Requirements

### Education:

- College Diploma in Bookkeeping and/or Accounting

### Experience:

- 3-5 years of experience in the Accounting field

### Qualifications:

- Effective communication skills with individuals at all levels of the organization
- Good working knowledge of Microsoft Office (Word, Excel, Outlook)
- Good organizational, time management and prioritizing skills
- Ability to interpret and implement company policies and procedures
- Attention to detail in all areas of work
- High level of personal integrity
- Self-starter

### Working Conditions:

- Must work to, sometimes stringent, deadlines, manage and respond to competing priorities
- Office Setting