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***ST. MARY’S HOME*** */* ***MAISON SAINTE-MARIE***



780, rue de L’Église Street,Ottawa, Ontario K1K 3K7

***EMPLOYMENT OPPORTUNITY***

St. Mary’s Home / Maison Sainte-Marie is looking for highly motivated, strategic, team player to join our agency and invites qualified applicants to apply for the position of:

**Accounting Clerk**

**(Full-time, 35 hours per week)**

**Along with your resume, please send cover letter stating the reasons for your interest and identifying your suitability for this position** **by Monday, *February 11, 2019 at 4 pm. Only those being considered for an interview will be contacted. No phone calls please.***

**Apply in confidence:**

**By email:** [**kathleencummings@stmaryshome.com**](mailto:kathleencummings@stmaryshome.com)

Kathleen Cummings, Executive Director

780 de L’Église Street, Ottawa, Ontario K1K 3K7

**Responsibilities include but not limited to:**

Accounts Receivable and Accounts payable computerized entries, payment of invoices, monthly billing, bank and credit card account reconciliations, payroll processing, government remittances and financial or monthly reporting are the main responsibilities of this candidate. Meeting payroll and government filing deadlines is mandatory and requires organizational skills and utmost responsibility.

**Requirements:**

* Post-Secondary education in an accounting related discipline and/or extensive knowledge and a minimum of 5 years relevant experience with the complete or full accounting cycle
* Experience working with a not for profit charitable organization is an asset
* Extensive experience using Excel and Online Quick Books is required
* Knowledge of accepted accounting principles and practices , tax laws, and reporting requirements
* Ability to implement accounting processes to ensure principles are followed
* Computer literate, including effective working skills of MS Word and e-mail
* Bilingualism is considered an asset

**Personal Suitability:**

* Ability to initiate and follow through on assignments with a high attention to detail
* Able to work well under pressure and meet weekly, bi monthly, monthly, quarterly and annual deadlines
* Strategic thinker, able to analyze and make recommendations
* Good organizational, time management and prioritizing skills
* Capacity to manage multiple simultaneous priorities
* Able to work efficiently as a part of a team as well as independently
* Ability to interpret and implement company policies and procedures
* Ability to adapt to and learn new software
* Excellent communication skills