



JOB DESCRIPTION

Position: Accountant - April 2022

FULL TIME

OVERVIEW

The Western Ontario District is shifting from a management model to a leadership development organization. We believe this is the best way to fulfill our vision of ministry expansion through healthy leaders and healthy churches. As a result, this role will assist with the on-going transition of our accounting department as we strive to provide reporting to support and assist our leadership achieve this vision.

The accountant reports to the Manager, Information Systems and Finance and the role will have two primary components:

1. Full financial cycle for Braeside Camp (remote) working with local financial administrator
2. Assist with accounts payable process at WOD office.

OTHER RESPONSIBILITIES

- Assist with Month end procedures (Braeside Camp)
- Maintain donor records and process donations (Braeside Camp)
- Process expense reports, account coding and recording
- Assist with development of new processes to promote efficiencies and internal controls
- Assist with maintaining data integrity of accounting systems
- Assist with monthly financial reporting and year-end audit work
- Ability to meet tight deadlines and juggle multiple priorities
- Support other Finance team functions
- Other duties as required.

EXPERIENCE & EDUCATION

- Minimum 3-5 years experience and exposure to complete accounting cycle
- University and/or College diploma in Accounting or Business is an asset.
- An accounting designation (CPA) or in-progress, is considered an asset
- Computer experience and proficiency – Microsoft Office Suite
- Experience in not-for-profit/charity is an asset
- Experience with QuickBooks Online and/or ACS Technologies is an asset.

ESSENTIAL QUALIFICATIONS

- Highly motivated with a strong work ethic
- Teachable and able to receive and process feedback
- Excellent communication, interpersonal, customer service and professionalism.
- Demonstrated problem solving and decision-making abilities.
- Excellent organizational and planning skills.
- Detail oriented, accurate and timely.