

TITLE: ACCOUNTANT/SECRETARY – Scholarship and Bursaries
SECTION: Scholarship and Bursaries
REPORTS TO: Executive Director / Director

#201

SUMMARY

Under the general direction of the Manager of Scholarships and Bursaries, performs a variety of complex tasks in general areas of accounting including providing accounting assistant to the Manager, resolving discrepancies, financial or management reporting, maintaining the chart of accounts, establishing new funds; analysis and reconciliation of the development (currently Income Manager) and financial (currently Simply Accounting) systems.

DUTIES

1. Resolve fund related problems and follow up with appropriate individuals on new projects/funds to be created.
2. Reconciliation of donations received and calculation of interest and timely transfer of funds to appropriate accounts
3. Reconcile and account for investment transactions on a monthly basis.
4. Manage the chart of accounts.
5. Establish new funds, process donation journal entries, investigate discrepancies and prepare detailed records and reports as required.
6. Preparing and posting of cheques to students for payment of scholarship awards.
7. Assist with recording and set up of donations received through VISA/Mastercard/Pay Pal and CAFT (monthly payroll deduction program with CCCU) and others as developed.
8. Preparation of bank deposit on a weekly or as needed basis.

9. Administration of School Student Support Funds including processing of payments.
10. Preparation and reconciliation of all monthly financial statements.
11. Assist Treasurer with year-end annual financial statements and completion of charity information return including preparation of T4A slips and summary.
12. Recommends policies and guidelines on financial matters.
13. Assist in creating, monitoring and updating financial related policies and procedures.
14. Initiate and participate in data collection and clean up projects.
15. Provide secretarial services by processing and preparing correspondence, drafting routine responses and utilizing word processing spreadsheet and data base software to prepare reports and documentation, including those of a confidential nature.
16. Provide reception and information services regarding Foundation programs, procedures and practices by general public relations and responding to routine inquiries.
17. Provide occasional back up or assistance to other staff which requires a well rounded knowledge in the areas of systems, accounting and tax receipting and other donor related issues.
18. Other duties as assigned.

QUALIFICATIONS

- High school graduation or equivalent
- Completion of a two year accounting program from an accredited institute; four years administrative and accounting experience preferably within a Not-For-Profit environment; or an equivalent combination of education and experience
- Extensive knowledge of personal computers including spreadsheet, word processing and database software with advance Microsoft Excel, Simply Accounting, Access and Word
- Must have analytical experience, be accurate with figures, well organized and exercise sound judgment in decision making
- Ability to exercise judgment and initiative in interpreting policy and guidelines on financial matters
- Has in depth knowledge and understanding of not-for-profit financial policies and procedures and makes appropriate decisions based on this knowledge.
- Ability and aptitude to work with detail, precision, speed and accuracy and work effectively under pressure, high volumes and tight timelines
- Excellent organizational, interpersonal and communication skills
- Ability to maintain donor confidentiality
- Ability to work with minimal supervision
- Ability to deal with people tactfully and effectively