

TITLE:

ACCOUNTING ASSISTANT



FULL TIME

Date Posted: March 20, 2018

REPORTS TO
Controller

WHO WE ARE

Cardus is a public policy think tank aimed at renewing North America's social architecture. Drawing on 2,000 years of Christian social thought, we bring credible public research to bear on concrete needs.

WHO WE ARE LOOKING FOR

You have been faulted for being too detail-oriented and apply that gift to your accounting expertise. The Accounting Assistant will be responsible for the performance of a variety of duties from back room calculations to front desk customer service. Fundamental bookkeeping responsibilities will include activities from the full accounting cycle of donations, bank deposits and payables to expense and bank reconciliations.

Problem solving also comes naturally to you, as you resolve potential issues for both donors and vendors, demonstrating patience and empathy in communication. At the same time you are not daunted by repetitive tasks and will use your eye for detail in maintaining donor database files, record systems, filing and participating in the development and maintenance of Excel based costing and expense models.

Experience with QuickBooks and CRM databases are an asset.

ACCOUNTING ASSISTANT RESPONSIBILITIES

- With an emphasis on accuracy, manage the full donor cycle, from receiving and processing donations, posting deposits, follow up on donor issues and declined credit cards, managing and maintaining donor details through the CRM and handling incoming donor calls and emails.
- Exceptional customer service put to use as the primary point of contact for donors.
- Manage incoming requests for products and publications.
- Manage the full payable cycle by receiving and posting bills, ensuring appropriate coding, and preparing payments.

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- Reconcile bank statements and create required journal entries.
- Prepare, check for accuracy and post staff expense reports and corporate Visa statements, ensuring appropriate accounting processes are followed; follow up on missing receipts.
- Receive and prepare Executive expense reports for posting, including coding and information follow up as required.
- Update program budgets and prepare financial project reports as needed.
- Prepare special reports as needed, including costing, analysis and statistical reports.
- Receive and distribute incoming mail.
- Filing and other accounting and donor service related tasks as may be required from time to time.

KNOWLEDGE AND EDUCATION

- Bachelor Degree or Diploma in Accounting
- Minimum of two years' experience in an Accounting or bookkeeping role
- Experience with Accounting software with a preference given to QuickBooks
- Proficient in Excel
- Database fundamentals

HOW TO APPLY

We will review applications as they are received and look forward to hearing from you. Job posted until filled. First round of interviews to be conducted week of April 2nd, 2018

Apply here: <https://www.fitzii.com/apply/28348>