

TITLE:

# ACCOUNTING & ADMINISTRATIVE ASSISTANT



## FULL TIME

Date Posted: May 10, 2018

### REPORTS TO

Controller

### WHO WE ARE

Cardus is a non-partisan, faith-based think tank and registered charity dedicated to promoting a flourishing society through independent research, robust public dialogue, and thought-provoking commentary. 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 and administrative acumen. The Accounting & Administration Assistant will be responsible for the performance of a variety of duties from backroom 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.

Your administration skills will blend hospitality, minute taking, various reception duties and event support for your Hamilton colleagues.

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, and filing.

Experience with Quickbooks and CRM databases are an asset.

### DETAILED 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, writing thank you cards, and handling incoming donor calls and emails.
- Exceptional customer service put to use as the primary point of contact for donors and vendors
- 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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# ACCOUNTING & ADMINISTRATIVE ASSISTANT



- 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.
- Provide reception duties and in house hospitality
- Receive and distribute incoming mail
- Minute taking at staff meetings
- Order office supplies
- Filing and other accounting and donor service related tasks.
- Phone bank support for events and phone appeals as needed
- Other duties as required

## KNOWLEDGE AND EDUCATION

- Bachelor Degree or Diploma in Accounting or related field
- Experience in an Accounting or Bookkeeping role
- Experience in office administration and customer service
- Above average typing skills required
- Proficient in all Microsoft products
- Understanding of database fundamentals.

## HOW TO APPLY

To be considered for this position, please include a cover letter detailing why you would like to work for Cardus ([www.cardus.ca](http://www.cardus.ca)).

We will review applications as they are received and look forward to hearing from you.

Job posted until filled.

Apply here: <https://www.fitzii.com/apply/30239>