
Chartered Professional Accountant – Office Manager

Job Description

Job Title:	Accountant – Office Manager
Classification:	Full – Time (40 hours/week)
Direct Reports:	N/A
Volunteer Reports:	As assigned by Executive Director
Reports to:	Executive Director

POSITION SUMMARY

Reporting to the Executive Director (ED) the Accountant - Office Manager is responsible for providing accurate accounting, effective records management and office support for the organization. Works collaboratively with the Executive Director in providing sound financial administration including the development and monitoring of the annual budget. The Accountant – Office Manager works collaboratively with staff, the Board of Directors, volunteers as well external funders, stakeholders and government.

RESPONSIBILITIES and DUTIES

- Provides financial information and operations insight to the ED during the development of the annual budget.
- Monitors all aspects of budget, and fund raising administration including:
 - Accounts receivable, accounts payable, payroll, bank reconciliations, and deposits.
 - Monthly financial statements, year-end financial statements (including participation in yearly audit).
 - Prepares T4, T4 summary and GST returns.
 - Prepares monthly payroll cheques with knowledge of appropriate labour standards
 - Maintains records for, and pay, CRA liabilities on a monthly basis.
 - Records and tracks all donations. Receive monies in office and creates and make deposits.
 - Reconciles Pledges Receivable to Quickbooks based on monies received.
 - Tracking of Donor Designated Funds and Community Fund donations
 - Process and receipts corporate, employee, individual and special event donations.
 - Prepares campaign progress and divisional reports on a regular basis, as well as other reports and statistical records as required.
 - Maintains and ensures accuracy of our input into United Way Centraide database. Works with ED in preparing annual UWCCentraide compliance reports.
 - Maintains confidentiality regarding all aspects of the organization.
- Prepares financial statements and other information for the Executive Director and Finance Committee. Participates in finance committee meetings and other meetings as required.
- Works with the Auditor in the preparation of the annual audit.

ADMINISTRATION:

- Works closely with the Community Development Coordinator and/or Marketing and Communications Coordinator for recording and tracking all pledges/donations.
- Maintains and updates filing system. i.e.: accounts payable, accounts receivable, donations etc.

- Ensures that an office wide records management plan (e.g.: financial, agreements and correspondence) is developed and maintained.
- Checks for phone messages daily respond and or forward as required.
- Responds to general inquiries.

REGULATORY ENVIRONMENT:

- Adheres to all Canada Revenue Agency and Alberta Government policies and guidelines.
- Adheres to all United Way Lethbridge and UWCCentraide policies and guidelines.

OTHER:

- Assists with the writing of funding proposals and reports for the organization as required.
- Prepares correspondence as required
- Other duties as required.

Education/Training/Experience/Qualifications:

- Has achieved and maintains Certified General Accountant designation with 5-7 years of relevant work experience in the non-profit charitable sector.
- Demonstrated ability to understand, produce, and interpret financial statements for others.
- Demonstrated ability to plan, organize and implement plans and procedures.
- Ability to work in a fast paced environment.
- Accountability and Dependability.
- Strong analytical capabilities.
- Strong written and verbal communication and interpersonal skills.
- Initiative and flexibility.
- Computer literate (Quickbooks accounting program; and Sumac database for not for profit recording)

Work Conditions:

- Manual dexterity required to use desktop computer and peripherals.
- Overtime as required.

Other duties (not specific to position):

- Order and purchase office supplies
- Office cleanup and maintenance

The United Way of Lethbridge and South Western Alberta is committed to providing an inclusive work environment, where individual difference are recognized, appreciated, respected and responded to in ways that fully develop and utilize each person's talents and strengths. Our facility is accessible. For more information about our commitment to an inclusive and diverse workplace, please email ed@lethbridgeunitedway.ca