

Job Title:	Part Time Accountant
Reports to:	President & CEO
Employee type:	Part time. Three (3) days per week (Up to 22.5 hours per week)

The Canadian Alliance to End Homelessness

The Canadian Alliance to End Homelessness (CAEH) leads a national movement of individuals, organizations and communities working together to end homelessness in Canada. The CAEH works toward a Canada without homelessness. We do it by helping communities and governments across the country apply proven approaches to transform programs, policies, and systems toward the goal of ending homelessness.

The Position

The Part-Time Accountant is responsible for the full cycle accounting processes of Canadian Alliance to End Homelessness (CAEH) and the preparation and maintenance of financial records and reports. This individual will provide financial support to the President & CEO through bookkeeping, payroll, banking and reporting services.

Under the direction of the President & CEO and the oversight of our part time Controller, the accountant maintains all necessary and appropriate records, from collecting or issuing invoices, acquiring appropriate approvals, entering information into the accounting system, paying and receiving funds and filing documents into Sharepoint. Proper processes will ensure the smooth, accurate, transparent, and compliant financial operation of the organization.

Duties and Responsibilities

- Receive invoices (both accounts payable and accounts receivable) and acquire proper approval and coding allocating expenses to funders based on grant agreements;
- Monitor cash flow and management of cash, responsible for journal entries and month end adjusting entries;
- Month end revenue allocation, closing of the monthly books and monthly reconciliations of all balance sheet accounts;
- Prepare Accounts Payable files and upload online payments and occasional cheques for approval;
- Record and track all revenues and expenses from the National Conference on Ending Homelessness. Record all received donations, grants, community memberships and fee-for-service revenues;
- Reconcile all accounts and prepare financial statements with explanation on variances as well as forecasted Cash Flows for presentation to the Audit & Finance committee quarterly and monthly to the CEO;
- Reconcile and pay business credit cards, and reconcile bank accounts monthly;
- Maintain financial records and statutory filings leaving a clear audit trail;
- Biweekly Payroll administration including any adjustments required to salaries or benefits, tracking vacation and sick time, creating or terminating employees, issuing ROE's and year end T4's. Reconciliation of payroll and Journal entry to GLs;
- Allocations of payroll expenses to funders according to grant agreements;
- Issue Stop Payments on lost/cancelled cheques in online banking system;
- Make Journal entries for transactions going through the bank (donations, bank fees,

invoice payments, etc);

- Upload online payments for approval by the President & CEO and the Board Secretary Treasurer when required, according to approval rules of the organization;
- Prepare monthly Financial Statements;
- Prepare Quarterly HST/GST returns;
- Prepare grant confirmations and monitor reporting requirements and prepare financial schedules for grant reports;
- Prepare audit documentation and year-end information for the controller/auditor;
- Prepare and file annual charity information return (T3010);
- Issue T4A's and T4-NR's for contractors;
- Monitor charitable receipts via NationBuilder

Qualifications

- CPA designation is required.
- Minimum 3-5 years recent related experience with a charitable organization in Canada.
- Understanding of provincial and federal reporting standards for national not-for-profit organizations.
- Strong computer skills, including Quickbooks, Excel.
- Good understanding of full cycle accounting as well as accounting principles and standards for charitable organizations in Canada.
- Experience with NationBuilder considered an asset.

Work Environment, Salary and Travel

- This position is remote and can be located anywhere in Canada.
- This is a part time position of 22.5 hours per week (3 full days per week) during normal business hours
- The incumbent will work remotely from their home office and is expected to attend staff meetings remotely.
- The salary range for this position is based on experience, plus a comprehensive benefits package.
- This position should expect to travel 2 to 3 times per year for team meetings.

Diversity & Inclusion

CAEH strives for inclusion and diversity by attracting extraordinary people from diverse backgrounds and lived experiences. Candidates with lived experience of homelessness and/or who self-identify as being from a marginalized community, including Indigenous peoples, racialized persons, persons with disabilities, and 2SLGBTQQIA persons, are encouraged to apply and will be prioritized. We ask that these candidates indicate their relevant identities in their cover letters.

If this role interests you, please submit your cover letter and resume by Tuesday June 28, 2022. Apply here:

<https://pesceandassociates.talentnest.com/en/posting/97660/location/122938>

We thank all applicants for their interest in CAEH; however, only applicants who are successful for an interview will be contacted.