

YMCA of Central East Ontario

Job Description Accounting Assistant

Education/Training/Qualifications:

Diploma in Accounting

Years of Experience:

Minimum 2 Years

Core Competencies:

- Integrity:** Demonstrates responsible behaviour at all times and maintains high ethical standards.
- Self-Management:** Works independently within prescribed parameters, can discern the relevance of issues and communicate them effectively to their supervisor.
- Teamwork:** Participates actively in a team for organizational effectiveness.
- Service Orientation:** Deliberately identifies and creates opportunities to enhance each and every person's YMCA experience.
- Initiative:** Does the right thing at the right time without being asked.
- Commitment To Organization Vision and Values:** Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, strategic outcomes and values of the YMCA.

General Accountability:

This position is responsible for providing assistance to the Finance Officer.
Confidentiality is a key requirement.

Key Responsibilities:

- To be a positive role model of the Association's Mission, Vision and Values
- Demonstrates strong support and commitment in providing high quality service to the members, volunteers, staff and clients of the YMCA
- Strong organizational skills and the ability to multi-task
- Excellent interpersonal and communication skills both written and verbal
- Experience with accounting software packages

- Capable of producing hourly payroll on Easypay payroll system (including related month end and year end responsibilities)
- Proficient with Excel and Word
- Responsible for review and close of all point-of-sale transaction on Unison (including reconciliation of cash-outs and all banking functions)
- Responsible for collection, checking, coding and input of all Accounts Payable (including production of weekly cheque runs and the subsequent filing of this documentation)
- Responsible for all recurring journal entries on a monthly basis
- Responsible for various reconciliations on a monthly basis – including, but not limited to, NSF's, Capital Campaign, Annual Giving, Special Events ...
- Responsible for production of invoices and reconciliation of Accounts Receivable on a monthly basis
- Year end responsibilities include working papers and review of accounts as assigned

Reporting Relationships:

Reports to: Finance Officer

Working Conditions:

- Business hours – with expectation of overtime hours during preparation of and duration of year-end audit
- Multiple time and task pressures
- Requirement of first aid, CPR and CRC
- Requirement for superior Unison network capabilities

Interested applicants may submit a letter of application and resume by
e-mail marked confidential to:

Joe Hall
Finance Officer

YMCA of Central East Ontario – Balsillie Family Branch
e-mail: joe_hall@ymca.ca
Fax: 705-741-3719