



FINANCE ASSISTANT

The Central Canadian District of the Alliance Canada, located in Burlington Ontario, is seeking a part-time Finance Assistant who will be responsible for providing support to the Director of Finance, while ensuring effective, timely, efficient and accurate financial, clerical and administrative operations for both the District and our long-term care home, CAMA Woodlands.

Accounting Duties:

- Records E-transfer, PayPal and Square deposits received and generates sales receipts and tax receipts on a daily basis
- Records weekly transactions deposited from Canada Helps and Stripe
- Prepares monthly New Venture subsidy payments
- Completes monthly New Venture/Church reporting to send to New Venture/Church leadership in a timely basis as well as any ad-hoc New Venture/Church reporting as required
- Records accrued interest on Promissory Notes each month and processes semi-annual interest payments to note holders
- Processes mortgage receivable, promissory note receivable and church loan receivable monthly payments
- Perform back-up for the day to day processing of accounts payable and receivable transactions to ensure that organizational finances are maintained in an effective, up to date and accurate manner
- Perform back-up for the CAMA Woodlands resident billing and transactions in the Point Click Care system
- Assists with year-end financial audit
- Assists with year-end Ministry of Long-Term Care ARR and Trust account audits for CAMA Woodlands.
- Ad-hoc reporting and special projects as assigned by Director of Finance

Administrative Duties:

- Perform clerical duties including but not limited to maintaining file system (both paper and electronic), emailing bill payment stubs to vendors, emailing/ mailing tax receipts to donors, specialized projects, and general administration duties
- Contact Insurance Brokers to obtain insurance certificates as requested
- Assist in continued transition of the Finance Department to exclusively electronic files

- Contacting churches to obtain Annual Reports, Financial Statements and insurance information
- File church Annual Reports, Insurance documentation in electronic church files
- Assist Director of Finance with email requests and related ad-hoc reports are required

Skills & Qualifications:

- A college diploma in accounting or business administration, or equivalent experience
- 1-2 years of administrative or bookkeeping experience, preferably in the non-profit sector
- Familiar with QuickBooks
- Proficiency in MS Office, intermediate knowledge of MS Excel
- Strong administrative and organizational skills
- High standard of accuracy, attention to detail, and confidentiality.
- Strong critical thinking skills and a proactive approach to problem-solving
- Effectively manage time, demonstrating the ability to prioritize tasks efficiently

Compensation Package:

- 30 hours/week with the option choosing a working schedule of either: five 6-hour days or four 7.5-hour days per week. This role works out of our office in Burlington.
- Compensation: \$25 - \$27 per hour, dependent on experience
- Extended health and dental benefits package, defined contribution retirement plan and a generous vacation allowance.

Application Process:

Please email a cover letter and resume to the attention of Carrie McFarland, Director of Human Resources at office@cmaccd.com with the **job title as the subject line**.

This position is open for applications until May 17, 2024.

Only those considered for an interview will be contacted. No phone calls please.