

JOB DESCRIPTION

Staff Accountant

Exempt

DEPARTMENT: Finance and Accounting

REPORTS TO: Accounting Manager, Finance and Accounting

Position Summary

The position supports the Accounting Manager with maintaining the general ledger accounts and business transactions of the organization while applying Generally Accepted Accounting Principles (GAAP). This position is also responsible for all accounts receivable related functions as well as serving as the System Administrator of the time and attendance system for the Association.

Duties and Responsibilities

- Creates receivable invoices (i.e. prepayments, staff receivables, standard receivables)
- Oversees daily posting and mailing of invoices for all non-dues orders
- Reviews and records all cash receipts daily in accordance with established policy
- Monthly preparation and mailing of delinquent notices for outstanding invoices
- Monitors accounts receivable aging including appropriate follow-up with members to ensure timely collection
- Processes quarterly bad debt write-off
- Performs monthly expense accruals and salary/benefit allocations
- Performs monthly reconciliation of general ledger accounts
- Records monthly fixed asset depreciation and amortization of prepaid expenses
- Records adjusting and reclassification journal entries
- Creates deferred revenue schedules
- Performs interim and annual fixed asset inventory
- Assists with preparation of the annual budget
- Performs year-end audit reconciliations
- Assists with the preparation of financial statements in accordance with GAAP
- Prepares and files quarterly Canadian GST/HST Tax and Sales & Use Tax returns
- Performs other duties as assigned

Journyx Administrator

- Coordinates system maintenance and upgrades
- Provides system training and onboarding of new staff
- Reviews and approve bi-weekly timesheets for all staff
- Prepares semi-monthly upload of staff PTO balances
- Monitors and updates user profiles
- Performs PTO balance audit for payroll and benefit administration
- Maintains and updates PTO accrual calculator and APPA approved holiday schedule

Back-up coverage

- Dispenses and receipts petty cash
- Processes and issues vendor payments in accordance with the A/P schedule
- Responds to vendor inquiries related to A/P invoices
- Certify expense reporting and invoice management administrator

Qualifications

- Bachelor's degree in Accounting or Finance required
- Three to five years of relevant job experience
- Requires knowledge of GAAP
- Proficiency with Microsoft GP, Word and Excel
- Knowledge of Aptify software preferred
- Ability to maintain a high level of confidentiality
- Requires accuracy and attention to detail
- Ability to manage multiple projects simultaneously
- Strong organizational and analytical skills
- Strong written and oral communication skills
- Requires the ability to work independently on assigned duties and must be able to work with minimum supervision on special projects