



**Accounting Assistant (Bookkeeper)**  
**Full time position (35 hours per week)**

Reporting directly to the Finance Manager, the Finance and Administration Assistant will be a member of the Finance team and will be accountable to the Board of Directors.

The incumbent must demonstrate competencies in the following areas;

**Central responsibilities**

**1. Account Receivable and Payable**

- Maintain records of Accounts Receivable in Simply accounting and database CIMS
- Process payments from clients
- Produce and verify monthly statements
- Perform Accounts Payable in accordance with procedures and authorizations
- Manage bank deposits
- Calculate HST recoverable
- Prepare receivable deposits

**2. Payroll**

- Process bi-weekly payroll using Ceridian's Powerpay Web system
- Calculate proper RRSP payment and remit to financial institution
- Maintain employee information regarding group benefit plan
- Keep records and payments for contracted service providers.
- Maintain employee records by updating electronically their files with current info such as status, address, rates and benefits.

## Qualifications

- Completion of Post Secondary Education in Finance/Accounting or a combination of education and experience will be considered as equitably.
- Good knowledge in payroll, accounting and employee database.
- Knowledge of Ceridian Powerpay Web system an asset.
- Proficiency of Simply Accounting, Excel, MS Word and Outlook.
- Strong administration and organizational skills with an emphasis on time management and priority setting.
- Ability to analyse data within the larger context.
- Strong attention to details

## Language Requirements:

- Bilingual Imperative (English & French)
- Writing skills in English and French

*We offer a competitive benefit package such as 4 weeks annual leave, employee benefits coverage and employer contribution to RRSP*

Please forward your resume and a cover letter by November 19, 2018 at 4:30 p.m. to Human Resources, Eastern Ottawa Resource Centre, 215-1980 Ogilvie Rd. Ottawa, ON K1L 9L3. Fax: (613) 741-7029 or e-mail: TLabrecque@eorc-creo.ca

*The Eastern Ottawa Resource Centre follows a practice of non-discrimination and diversity as well as accommodation for people with a disability.*

*Only those selected for an interview will be contacted.*