



JOB POSTING - External

Position Title: ACCOUNTANT (Part-time)

PURPOSE

To provide financial and administrative support to the Finance & Admin department that will improve efficiency and consistency of daily operations, as well as donor information management to assist with the foundational support for effective stewardship.

ACCOUNTIBILITY

The Accountant reports to the Director, Finance and Administration, as well as working closely with the Director, Development and Communications.

KEY RESPONSIBILITIES

Finance and Administration

- 1) Assist in the preparation of agency bank deposits, filing and other Admin duties
- 2) Preparation of monthly financial assistance requests and entering Credits into Penelope client database, processing of FA payables and cheques
- 3) Processing of weekly vendor payables and preparation of cheques
- 4) Assist the Director, Finance & Admin with the processing of journal entries, bank reconciliations, monthly general ledger account reconciliations, printing and distribution of monthly financial statements, dept reports and LHIN reports
- 5) Assist with the maintenance of the Microsoft Dynamics GP accounting system, including: creation and updating of FRx reports, provide assistance and GP training to PWA Users, add & modify general ledger accounts and vendors
- 6) Provide administrative support for short-term projects as negotiated with the Director, Finance & Admin and the Office Coordinator (ie cash-handling duties at PWA fundraising partnership events)

Donor Database Management

- 1) Process cash & cheque donations and provide tax receipts and acknowledgement letters on a weekly basis; process POS credit card donations as required (one time and monthly); enter donation batches into SAGE FR 100 and distribute batches to Development personnel for authorization/approval
- 2) Maintain on-line donations through Artez, with regular planned imports (import requirements will increase significantly during peak Bike Rally season (April – August).
- 3) Assist with the reconciliation of donations reported in SAGE development database and revenue reported in Microsoft Dynamics GP accounting system
- 4) Create donor files in SAGE, maintain active donor database, update and reconcile monthly donors in Excel and prepare annual income tax receipts



- 5) Create all donor reports as requested by Director, Development & Communications in preparation of Director's monthly report, Director's request for statistical and trend reporting, and periodical mailing lists
- 6) Provide assistance and support to donors (ie providing duplicate tax receipts and updating donor account information) or working with the Director, Development & Communications to resolve donor issues

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- 1) Excellent communication and interpersonal skills
- 2) Detail-oriented and strong organizational & administrative skills
- 3) Efficient and accurate data entry skills
- 4) Ability to multi-task and meet deadlines
- 5) Expertise in working with Microsoft Dynamics GP accounting system, FRx Report Designer and SAGE FR 100 donor database management system; working knowledge of Microsoft Excel, Word and Outlook
- 6) Knowledge of the complexity of issues relating to HIV/AIDS and awareness of anti-oppression and harm reduction issues
- 7) Sensitive to issues of discretion, confidentiality, diversity and accessibility

QUALIFICATIONS

- 1) Minimum 2 years experience working in accounting/finance department (payables, general ledger, reporting & reconciliations), donor database management and office administration
- 2) Completion of training courses an asset: Microsoft Dynamics GP course for general ledger, accounts payables and bank reconciliation modules (4 days); FRx Report Designer course (2 days), and SAGE FR100 course (3 days)
- 3) Level 3 Certified General Accountant candidate, or equivalent
- 4) Post secondary degree in a related field preferred, or equivalent combination of education and experience

The successful candidate will possess a high level of initiative along with a demonstrated ability to work well under pressure, in a multi-task and deadline driven environment.

The Toronto People With AIDS Foundation is an equal opportunity employer and we strongly encourage people living with HIV/AIDS to apply for this position.

Deadline for submissions is 5pm, July 30th, 2010.

Resumes may be submitted in confidence to:
Richard Durk, Director of Finance & Administration
Fax: 416-506-1404
Email: rdurk@pwatoronto.org
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