

# Alzheimer Society

DURHAM REGION

**Title:** Accounting Coordinator

**Status:** Part time (28 hours/week) Contract to March 31, 2022 with possibility of extension

**Reports to:** Director of Operations

**Position Summary:**

Under the direction of the Director of Operations, this position will be responsible for accounting support and be a participating member of the Alzheimer Society of Durham Region team. The Accounting Coordinator has close working relationships with all ASDR staff and volunteers and maintains working relationships with clients, donors, and the general public.

**Responsibilities:**

- Assist with Budget process incl. set up of budget files and gathering of information relating to budget items as required
- Perform General Ledger account analysis and reconciliation
- Review, prepare and issue vendor payments in accordance with limits of signing authority policy
- Perform monthly bank reconciliation with in accounting software and obtain Treasurer signature
- Review credit card statements and generate monthly credit card reconciliation within accounting software
- Provide monthly credit card statements and backup documentation to appropriate signing authority
- Responsible to ensure all financial data is recorded and accurately allocated to appropriate g/l accounts
- Assist with Financial reporting review
- Maintain filing system related to your area of activity
- Provide backup coverage for gift processing coordinator as required
- Provide backup coverage for Accounts Receivable and Accounts Payable as required

**Qualifications:**

**Education**

- University Degree or College Diploma with a specialty in Accounting or equivalent experience.

**Experience**

- Strong bookkeeping and accounting, reconciliation and analysis
- Minimum 5 years of related experience

- Not for Profit accounting knowledge an asset
- Demonstrated proficiency in Word, Excel, PowerPoint, and Outlook
- Raiser's Edge software experience an asset
- Database experience an asset

**Other Knowledge, Skills, Abilities, or Certifications:**

- Detail oriented and hands-on approach
- High standard of ethics and confidentiality
- Excellent organizational and time management skills
- Excellent interpersonal communication skills (written and verbal)
- Demonstrated ability to work independently and as a team
- High standard of ethics and confidentiality
- Current Ontario driver's license and daily access to a vehicle
- Clear vulnerable persons check.

**Travel**

- No travel requirements.

**Physical Demands**

- No special physical demands are required beyond the performance of general office duties

**TO APPLY:**

- Please submit your application to [jobs@alzheimerdurham.com](mailto:jobs@alzheimerdurham.com) quoting "**Accounting Coordinator**" in the subject title no later than **September 24** at 4:00 p.m.

No phone calls please. We thank you for your interest in applying to the Alzheimer Society of Durham Region; however, only candidates selected for an interview will be contacted.

The Alzheimer Society welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

**Disclaimer**

This job description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. Incumbent may be asked to perform other duties as required.

Approved: September 2021