



Canadian Mental
Health Association
Ottawa
Mental health for all

Association canadienne
pour la santé mentale
Ottawa
La santé mentale pour tous

EXTERNAL POSTING

(November 2022)

The Canadian Mental Health Association, Ottawa Branch (CMHA) is a private non-profit charitable organization dedicated to promoting good mental health and improving the quality of life for individuals experiencing serious mental illness. The **Community Support Services** of CMHA provides outreach and long-term intensive support to individuals with serious mental illness and substance abuse disorders who are homeless or at imminent risk of becoming homeless.

CMHA currently has a vacancy for the following position:

Accounting Clerk Temporary Full-Time

Type of Position: Temporary Full-time
Length of Term: Expected 1 year, with the possibility of extension.
Hours of Work: 35 hours per week, Monday to Friday, 8:30am - 4:30pm
Rate of Pay: \$25.87 to \$27.06 per hour

ESSENTIAL MINIMUM QUALIFICATIONS:

Education: Post-secondary school diploma in accounting or bookkeeping.

Experience and Knowledge:

- ❑ A minimum of three years recent relevant experience in a government funded not-for-profit, charitable organization is considered an asset.
- ❑ Comprehensive knowledge of basic accounting principles.
- ❑ Comprehensive knowledge of Accounts Payable/Accounts Receivable.
- ❑ Knowledge of computerized accounting systems.
- ❑ Comprehensive knowledge of Microsoft Office applications, Excel.
- ❑ Knowledge of not-for-profit reporting requirements.

Skills:

- ❑ Ability to provide timely management of all areas of agency's accounts payable systems.
- ❑ Ability to provide timely management of all areas of agency's accounts receivable systems.

- ❑ Ability to reconcile AP/AR accounts.
- ❑ Ability to reconcile bank transactions.
- ❑ Organizational and administrative skills required to maintain financial files.
- ❑ Good communication and customer service skills.

DESIRED QUALIFICATIONS:

Personal Suitability:

- ❑ Able to work co-operatively and effectively with finance and administration team as well as all other agency employees.
- ❑ Able to communicate with others in a warm and helpful manner.
- ❑ Able to work independently and under pressure as needed.
- ❑ Able to relate to routine operations of position in a manner that is consistent with existing policies and procedures.
- ❑ Able to conform to established policies and procedures.
- ❑ Able to provide professional services according to the principles and values of integrity, competence, responsibility, and respect.
- ❑ Able to adjust to changing situations and to working with diverse individuals and groups.

Language:

- ❑ English essential. Bilingual (French and English) an asset.

Application Deadline:

Please submit a résumé to **Recruitment at recruitment@cmhaottawa.ca**.

The Canadian Mental Health Association is committed to developing inclusive, barrier-free selection processes and work environments. If contacted regarding this job posting, please advise us if there are any accommodation measures you may require.

Applicants who receive a conditional offer of employment must produce a **Police Records Check** and proof of academic achievement.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

ACCOUNTING CLERK POSITION DESCRIPTION

Canadian Mental Health Association OTTAWA BRANCH

Title: Accounting Clerk

Reports to: Director Finance and Information
Technology

Program: Finance & Administration

Approved by: Executive Director

Date Approved:

Date Revised: October 17 2022

The Canadian Mental Health Association, Ottawa Branch aspires to provide client-directed services and programs with and for people with mental health problems and to enhance, promote and maintain the mental health of individuals and communities through education and awareness.

POSITION SUMMARY:

Undertakes the daily accounting functions for the agency, including accounts payable and receivable, general ledger maintenance as well as payroll, employee benefits administration and personnel attendance and expense records for the agency's bargaining unit. Assists in the preparation of financial statements, funding source reporting and program budgets.

PRINCIPAL RESPONSIBILITIES AND DUTIES:

- 1. Undertakes the daily accounting functions of the agency.**
 - 1.1 Maintaining the accounts payable system.
 - 1.2 Maintaining the accounts receivable system.
 - 1.3 Preparing and participating in other general financial recording/reporting as so required.
- 2. Maintains the agency's bargaining unit personnel attendance and expense records.**
- 3. Participates in agency administrative responsibilities.**
 - 3.1 Adhering to administrative budgets.
 - 3.2 Assisting in developing administrative reports.
- 4. Ensures all file management and reporting functions are maintained in a comprehensive and timely manner.**

4.1 Ensuring that monthly, annual and other required documentation are Completed.

5. Develops program and administrative reports.

5.1 Supporting the development of program and administrative reports as requested.

5.2 Developing reports without typographical errors and few revisions required.

6. Represents program and agency in a professional manner.

7. Avails self of opportunities for professional development.

7.1 Bringing forward training needs and takes responsibility for seeking out relevant training opportunities.

7.2 Participating in workshops and seminars as required.

7.3 Attending and participating in agency and program meetings as required.

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 by the Executive Director:

Date: