# EXTERNAL POSTING

(September 2024)

The Canadian Mental Health Association-Ottawa Branch (CMHA Ottawa) is an independent, community-based non-profit organization supporting individuals in the Ottawa area with severe and persistent mental illness and/or substance use disorder, many of whom are experiencing chronic homelessness or are vulnerably housed. We are dedicated to promoting good mental health, developing and implementing sustainable support systems and services, and encouraging public action to strengthen community mental health services and related policies and legislation.

**CMHA currently has a vacancy for the following position:**

**Accounting Assistant**

**Permanent**

**Type of Position: Permanent Full-Time**

**Hours of Work:** 35 hours per week, Monday to Friday, 8:30am - 4:30pm

**Rate of Pay:** $32.11 per hour, up to $33.65 per hour [2023 rates]

Provides financial and administrative support to the Finance team.

Please note that this is an in-person role based out of our office at 311 McArthur Avenue.

**ESSENTIAL MINIMUM QUALIFICATIONS:**

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

**Experience:** A minimum of three years recent relevant experience in a government funded, not-for-profit, charitable organization or equivalent.

**Knowledge:**

* Comprehensive knowledge of basic accounting systems and principles, and reporting concepts and methodologies.
* Comprehensive knowledge of computerized accounts payable and receivable systems.
* Knowledge of budget preparation.
* Knowledge of MIS financial and statistical reporting.
* Knowledge of not-for-profit reporting requirements.
* Knowledge of Microsoft Dynamics Software, MS Products.
* Knowledge of CMHA Ottawa financial policies, procedures, processes, systems and supporting technology an asset.
* Knowledge of the system development life cycle, its components and the functional specialist role in the process.
* Knowledge of relevant legislation, policies, procedures and/or standards in performing one’s work.

**Skills**:

* Ability to reconcile reports attached to computerized general ledger system.
* Ability to provide timely management of all areas of agency’s accounts payable systems.
* Ability to ensure that all financial responsibilities are carried out in an efficient and timely manner as directed by the agency.
* Ability to analyze financial and statistical accounts.

**DESIRED QUALIFICATIONS:**

**Personal Suitability:**

* Able to work co-operatively and effectively with others within and across organizational units to achieve common goals.
* 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 follow 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.
* Able to work in a conscientious, consistent and thorough manner.
* Able to operate in a confidential manner.
* Able to analyze and synthesize information to understand issues, identify options, and support sound decision making.
* Able to articulate verbally and in writing across a range of technologies in a manner that builds trust, respect and credibility and that ensures the message is received and understood by the audience.

**Language:**

* English essential. Bilingual (French and English) an asset.

**Application Deadline:**

Please submit a résumé to **Recruitment at** [**recruitment@cmhaottawa.ca**](mailto: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 if there are any accommodation measures you may require.*

Applicants who receive a conditional offer of employment must produce a **Police Records Check**, proof of academic achievement, and proof of COVID-19 vaccination.

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

**POSITION DESCRIPTION**

**Canadian Mental Health Association**

**Ottawa Branch**

**Title: Accounting Assistant**

**Reports to: Director Finance and Information Technology**

**Unit: Finance & Administration Approved by: Executive Director**

**Date Approved: Date Revised:**

**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:**

**Provides financial and administrative support to the Finance team.**

**MAIN DUTIES AND RESPONSIBILITIES:**

1. **Financial Services**
   1. Assists in the maintenance of Accounts Payable and Accounts Receivable ledgers in the computerized financial system.
   2. Reconciles AR and AP accounts on regular basis.
   3. Process AP and AR transactions when required, including payments, bank deposits, petty cash and credit cards reconciliation.
   4. Assists with maintenance and reconciliation of the GL accounts.
   5. Prepares program reports as per funders’ requirements.
   6. Reviews credit card transactions on a monthly basis, prepares necessary journal entries, and completes monthly bank reconciliation.
   7. Assists in coordinating procurement for various programs.
   8. Resolves account discrepancies and maintains financial security by following internal accounting controls.
   9. Supports others in the Finance department with various projects and tasks as required.
   10. Assists in the validation and reconciliation of accounting records and General Ledger accounts.
   11. Recognizes and investigates anomalies in financial information.
   12. Interprets and advises on appropriate accounting treatment, in accordance with professional and organizational standards
   13. Ensures accountability for compliance with regulatory requirements, and delegated financial authorities.
   14. Recognizes and explains the flow of internal transactions through the organization, and the basic business functions, financial processes and administrative procedures of CMHA Ottawa.
   15. Identifies compliance and reporting obligations related to financial contracts and transactions.
   16. Assumes responsibility for the correct and timely payment of invoices, recording of receipts and monitoring of accounts.
   17. Assists in the validation and reconciliation of accounts payable and receivable and ensures timely delivery of invoices and statements.
2. **Professional Development**
   1. Avails oneself of opportunities for professional development.
   2. Keeps up-to-date with the legislative changes and takes responsibility for seeking out relevant training opportunities.
   3. Maintains and develops relevant technical and computer skills.
   4. Attends and participates in agency and departmental meetings and workshops as required.
   5. Maintains professional certification.

**Canadian Mental Health Association**

**Ottawa Branch**

**Accounting Assistant**

**Education**: Requires knowledge and skill acquired through the completion of a post-secondary school diploma in accounting or bookkeeping or equivalent.

**Experience**: A minimum of three years’ experience in bookkeeping, accounting and finance is required, preferably in a health care or not-for-profit environment or equivalent.

**Language**: English essential, bilingual (French and English) an asset.

**Knowledge**:

* Comprehensive knowledge of basic accounting systems and principles (financial statement components and purpose, General Ledger and GAAP), and reporting concepts and methodologies.
* Comprehensive knowledge of computerized accounts payable and receivable systems.
* Knowledge of budget preparation.
* Knowledge of MIS financial and statistical reporting.
* Knowledge of not-for-profit reporting requirements.
* Knowledge of Microsoft Dynamics Software, MS Products.
* Knowledge of CMHA Ottawa financial policies, procedures, processes, systems and supporting technology.
* Knowledge of the system development life cycle, its components and the functional specialist role in the process.
* Knowledge of relevant legislation, policies, procedures and/or standards in performing one's work.

**Skills**:

* Ability to reconcile all reports attached to computerized general ledger system.
* Ability to provide timely management of all areas of agency’s accounts payable and receivable systems.
* Ability to participate in budget development.
* Ability to ensure that all financial responsibilities are carried out in an efficient and timely manner as directed by the agency.
* Ability to analyse financial and statistical accounts.
* Ability to provide support and assistance for year-end audit procedures.
* Ability to implement adjustments where needed.
* Ability to work in a manner that maintains the safety of the worker and client.

**Effective Communication:** Articulate verbally and in writing across a range of technologies in a manner that builds trust, respect and credibility and that ensures the message is received and understood by the audience.

**Ethical Conduct and Professionalism:** Provide professional services according to the principles and values of integrity, competence, responsibility, respect and trust to safeguard both self and others.

**Teamwork**: Work cooperatively and productively with others within and across organizational units to achieve common goals; demonstrate respect, cooperation, collaboration, and consensus building.

**Adaptability:** Adapting in order to work effectively in ambiguous or changing situations, and with diverse individuals and groups.

**Analytical Thinking:** Analysing and synthesizing information to understand issues, identify options, and support sound decision making.

**Interaction**: Able to communicate with others in a warm and helpful manner.

**Decision making and problem solving**: Able to work independently and under pressure as need.

**Policy and Procedures**: Able to relate to routine operations of position in a manner that is consistent with existing policies and procedures; able to conform to established policy and procedures.

**Attention to Detail**: Work in a conscientious, consistent and thorough manner. Show concern for thoroughness and accuracy.

**Confidentiality:** Must operate in a confidential manner

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| Minimum Requirements |

* Must be able to legally work in Canada and provide proof of academic achievement.
* Must be able to provide a Vulnerable Sector Police Record Check.
* Must be able to provide proof of vaccination status in compliance with agency policies.

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| **Work Environment** |

* May be exposed to unpleasant conditions, second-hand smoke, verbal abuse, threat of physical abuse, and client’s who may have communicable diseases.

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| **Physical Demands** |

* Ability to climb stairs.
* Ability to lift less than 20lbs.

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| 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 of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

The Canadian Mental Health Association (CMHA) is committed to developing inclusive, barrier-free selection processes and work environments. CMHA promotes the principles of diversity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. We encourage applications from women, Aboriginal peoples and persons of all races, ethnic origins, religions, abilities, sexual orientations, and gender identities and expressions. If contacted about this job posting, please advise us if you require any accommodations regarding the interview process.