

Finance Assistant Full Time

Norwood Child & Family Resource Centre provides programs that strengthen and enrich the lives of children and parents. Programs are delivered using a holistic approach to support the emotional, physical, and intellectual needs of children in the community.

Reporting to the Finance Officer, the Finance Assistant is responsible for supporting payroll, benefits, and accounting functions, and ensuring daily financial transactions are completed in a timely and efficient manner.

Job responsibilities will include:

- All aspects of payroll, including preparing and processing bi-weekly payroll, processing data from employee time sheets, and updating leave summaries
- Verifying the accuracy of documentation used in preparing annual T4's and T4A's
- Processing accounts payable and accounts receivable, ensuring timeliness, accuracy of information, and appropriate backup documentation
- Ensuring monies are deposited to the bank in a timely manner, and monitoring petty cash
- Assisting with reports
- Maintaining accounts payable files
- Issuing charitable tax receipts

The successful candidate will possess the following qualifications:

- College Diploma in Accounting, Commerce or Business Management
- Minimum of 2 years' experience in an accounting or finance role
- Understanding of payroll. Familiarity with web based payroll systems would be a definite asset.
- Working knowledge of ACCPAC accounting system and MS Excel are required
- Excellent organizational skills
- Ability to prioritize and plan work activities in order to meet deadlines, while always ensuring a high level of attention to detail
- Ability to communicate effectively and have good written and oral communication skills.
- Knowledge of generally accepted accounting principles
- Knowledge of federal and provincial legislation affecting charities
- Knowledge of the voluntary sector and non-profit organizations
- Experience working in a team environment

Compensation:

Norwood Child & Family Resource Centre offers a compassionate team environment with a competitive compensation plan, full benefits, paid time off at Christmas and Spring Break (in addition to regular vacation), a commitment to staff celebration and recognition, a strong focus on employee wellness, team building activities, and ongoing professional development.

The starting salary for this role is \$21.73 to \$24.45 per hour based on a 35 hour week.

**To apply for this opportunity, please submit your résumé and cover letter to hr@careersforcommunity.ca
Please include Finance Assistant in the subject line of the email.**

This posting will remain open until a suitable candidate has been selected.

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

**Norwood Child & Family Resource Centre
9516 - 114 Ave, Edmonton, Alberta T5G 0K7**