

## Accountant – Job Description

**Hours:** 16-20 hours per week

**Term:** Position begins August 2019; Part-time, Permanent

**Supervisor:** Executive Director

**Location:** 1830 Mountain Rd, Suite C, Moncton, NB, E1G 1A9

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### Overview

The successful Accountant will be organized, proficient at accurate data entry, detail and task oriented, and will thrive on routine. This individual will be passionate about international development and work with the highest level of integrity. This position serves the Executive Director (ED) and Board of Directors (BOD) of World Hope International (Canada) (WHI CA) through the maintenance of financial records and regular accurate reporting of cash position, allocation of donations to restricted and unrestricted uses, payroll and basic HR management. The Accountant will work in collaboration with the Executive Director and Board of Directors, both in-person and by distance.

### Statement of Faith

World Hope International (Canada) is a faith-based charity working with vulnerable and exploited communities to alleviate poverty, suffering and injustice. The successful applicant will be required to sign WHI CA's statement of faith and abide by it while employed.

### Key Activities

1. **QuickBooks Desktop Management:** Master QuickBooks (WHI CA's accounting software), with special attention to recording deposits, reconciling, enter/pay bills, reporting and invoices.
2. **Regular Duties:**
  - a. Input all deposits and expenses
  - b. Reconcile books with financial institutions
  - c. Work in collaboration with the Donor and Administrative Services Specialist to reconcile internal donor records to ensure accurate designation of funds and subsequent tax receipting
  - d. Process international wire payments to WHI CA's projects/programs in collaboration with the ED
3. **Finance meetings:** Assist with planning and co-ordination of monthly finance meetings with the ED and Treasurer and prepare all statements for semi-annual Board of Director meetings.
  - a. Prepare current income statement and balance sheet, with an analysis of variations from the previous fiscal year, and from the budget
  - b. Report on the available funds to each project
  - c. Report on restricted vs unrestricted funds
4. **Payroll:** Maintain all employee records, run the payroll (QuickBooks Online) program, issue payments to employees and provide records of payments and deductions for the employee.

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Input all payroll records into the main accounting system. When required, issue Records of Employment, T4s, etc.

5. **Human Resources:** Ensure that all new employees have signed all necessary policy documents, have received a copy of the employee policies manual, and have supplied all required payroll information.
6. **Government reporting:** Calculate employment deductions payable, report to CRA and provide payments, submit annual charity reporting, claim HST rebates semi-annually.
7. **Audit preparation:** Prepare statements and all closing year-end entries. Be prepared to answer any questions from the auditor; ensure ED is aware of any potential concerns.

### Required Qualifications

- Post-secondary education, with classes in accounting or similar area of study
- Extensive experience with QuickBooks or comparable accounting software is required
- Must be comfortable dealing with multiple currencies, and not-for-profit accounting procedures
- Proven background in financial statement preparation and presentation, payroll functions, HST claims, etc.
- Ability to work in a team-oriented atmosphere and communicate via video conference as needed
- Previous experience in not-for-profit administration is considered an asset
- Ability to use time effectively (ie: time management skills; self-accountability)
- Experience in preparing for financial audits

Please submit a cover letter and resume to Tanya Nace at [TanyaNace@WorldHope.org](mailto:TanyaNace@WorldHope.org) and include the job title in the subject line.