

## Accounting Administrator

The Accounting Administrator's main area of responsibility is to process accounts payable and accounts receivable, as well as receptionist duties for the organization – reporting to the Controller.

### **Roles and Responsibilities:**

- Process accounts payable, reconcile vendor accounts, pay invoices in a timely manner according to industry standards.
- Process accounts receivable, reconcile partner family accounts.
- Audit and process Restore Cash outs and make bank deposits.
- Record cash and cheque receipts and other journal entries as needed.
- Provide back up documentation for account reconciliations as required by the Controller.
- Maintain petty cash fund.
- Maintain an orderly accounting filing system to support audit.
- Provide documentation to Controller and auditors as required.
- Make inter-company account transfers as required to meeting financial obligations and online payments.
- Remit taxes to government as required.
- Reception duties include answering phones, mail, filling, etc.
- Lead contact for service contracts including IT services, copier/fax, phone and mobile phone services.
- Other duties as required.

### **Qualifications and Education Requirements:**

College level accounting certificate/diploma. Familiarity with Sage and Great Plains accounting software. Good organizational skills. Comfortable working independently in a fluid environment. Good business acumen. Valid drivers' license.

### **Preferred Skills:**

Knowledge of Great Plains and Sage accounting systems.

### **Contact Information:**

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