

## Accounting Technician

Dept. ID.  
2.00

Dept.  
Finance

Reports to  
Controller

Job Classification  
Regular Part Time

### POSITION SUMMARY

As an integral member of the Finance Department, the Accounting Technician's role is to ensure all day-to-day financial transactions are accurately recorded and processed, be responsible for the Accounts Payable and Accounts Receivable duties and assist the Controller with other projects.

### DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities of this position shall include but not be limited to the following:

#### Accounts Payable

- Processes invoices by way of three-way matching to proper documentation and receipts, or written authorization in the case of exceptions
- Reconciles vendor statements on a monthly basis
- Reviews and reconciles sub-ledger to identify areas that require action or part of job close process to ensure settlement of debit amounts in vendor and subcontractor ledgers
- Provides payable related reports as required
- Informs the Controller of payable-related issues that are in contravention of MHF's policies or procedures
- Performs month-end processing of accruals to ensure complete and accurate representation of the company's financial liabilities

#### Accounts Receivable

- Prepares timely and accurate invoicing for annual municipal requisitions, Meals on Wheels and other miscellaneous invoices as required
- Maintains precise records of incoming payments and ensures payments are received and processed precisely in a timely manner
- Establishes and maintains positive relationships with customers, follows up with customers as needed to ensure payment of outstanding invoices, answers questions
- Audits all receipts on a determined schedule to ensure accuracy in accounting
- Applies adjustments to accounts
- Conducts bank deposits and reconciliations
- Maintain binders for bank accounts

## RAB

- Processes rent subsidy payments to clients per program specifications
- Manages budget forecast and general ledger reconciliations
- Yardi administration
- Reconciliation
- Work collaboratively with Rental Supplement Coordinator

## Day-to-Day Operations

- Reviews and approves payroll submission prior to submitting to the bank
- Assists the Controller in gathering information to prepare budgets, budget updates, financial statements, new project expenses and forecasts, board meetings, grant applications, etc.
- Assists with the upgrading of accounting systems and control procedures
- Answers inquiries from various departments
- Assists in reconciliation of General Ledger
- Offers recommendations for improvement and implementing new processes
- Maintains appropriate internal control safeguards
- Ensures record systems are maintained in accordance with generally accepted auditing standards
- Supports the Controller in aiding the annual audit process, supports the auditor with information required
- Ensures all activities are compliance with regulatory requirements and professional standards (e.g. Generally Accepted Accounting Principles (GAAP))
- Maintains master file for contracts
- Oversee petty cash, ensure security and replenishment
- Reconcile resident security and pendant accounts on monthly basis

## Other Duties

- Establishes effective working relationships with internal departments, external vendors/contractors and other parties as required
- Receives training in the Controller and Payroll and Benefits Administrator duties, acts as the backup for the positions
- Answers inquiries (or directs the inquiries) from staff, managers and external contacts with professionalism
- Assist with policy review and development

- Maintains professional appearance, attitude and confidentiality at all times
- Performs other relevant duties as assigned

#### Safety Responsibilities

- Keeps self and others healthy and safe according to the AB Occupational Health & Safety Act, Regulation and Code
- Supports the Workplace Health and Safety Management System
- Ensures compliance to health and safety by being compliant to policies, goals, standards, practices, procedures, rules and legislation
- Proactively completes all required safety related training

### **DRESS CODE**

- Business casual attire

### **ABILITIES, SKILLS AND EXPERIENCE**

- Fundamental knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles
- Knowledge of automated financial and accounting reporting systems
- Strong written and verbal communication skills
- Highly developed interpersonal skills and strong customer service orientation
- Sense of urgency and strong commitment to achieving goals
- Ability to forge, grow and maintain positive relationships with multiple groups
- Able to manage multiple priorities simultaneously and meet the time demands of unpredictable activities; capable of handling pressure and challenges in a dynamic business environment
- Strong organization, analytical, critical thinking, problem-solving skills, and a high degree of accuracy and attention to detail
- Ability to constantly improve and learn
- Ability to work independently or on a team
- Strong computer skills: Accounting software (Yardi), Payroll software (Great Plains), MS Office (including Outlook, Word, Excel, PowerPoint), Internet/email skills
- Desire to work with seniors

### **QUALIFICATIONS**

- Diploma or degree in accounting

- Progression towards a professional accounting designation would be an asset
- Advanced knowledge of MS Office Suite
- Minimum 5 years business experience, preferably in a non-profit organization
- Yardi software experience would be an asset
- A clear Police Information check