



INTERNAL/EXTERNAL JOB POSTING

Position: Accounting Assistant

Job Type: Part-time (21 hours/week), in-office position, May 2024 – March 31, 2025, with the possibility of extension

Reports to: Finance Manager

Salary: \$25.00/hour. Plus a comprehensive benefits package

Application deadline: April 22, 2024

About IWSO

Immigrant Women Services Ottawa (IWSO) is a community-based agency serving immigrant women. IWSO's mandate is to:

- Empower immigrant and racialized women to participate in the elimination of all forms of abuse against women and their children.
- Provide culturally responsive services to facilitate immigrant women's access to community and mainstream services.
- Deliver programs to assist immigrant women in their journey to attain their full potential.

Main Duties & Responsibilities :

- Maintain the accounting filing system.
- General bookkeeping duties including data entry, accounts payables, accounts receivables, cheque preparation, invoice review, and preparation.
- Maintain/update the subsidiary ledgers for prepaid expenses and processing the payroll (as deemed necessary).
- Record the transactions to Simply Accounting.
- Prepare the annual audit requirements.
- Prepare the semi-annual application for GST/HST PSB.
- Prepare the Annual Charity Return and the required subsidiary ledgers related to its preparation.
- Perform other tasks that may be assigned by the Finance Manager or by the Executive Director.

Qualifications:

- Bachelor's Degree in Accounting or College Diploma in Accounting.
- Previous bookkeeping experience in a not-for-profit/charitable status organization environment.
- Ability to analyze transactions.
- Ability to prioritize, meet deadlines, work under pressure, and adapt to a fast-paced changing environment while maintaining attention to detail.
- Excellent interpersonal skills, ability to learn quickly, self-motivate while working independently and/or collaborating as part of a team.
- Proficient in using Simply Accounting or SAGE and Microsoft Excel.
- Proficiency in English.

APPLICATION PROCESS

Qualified candidates are invited to submit a cover letter and résumé by, **April 22, 2024, 6:00 pm** to:

Search Committee: **Accounting Assistant Position, Immigrant Women Services Ottawa.**

Email: infomail@iwso.ca

IWSO welcomes and encourages applications from members of equity-seeking groups, including but not limited to, candidates who are racialized, indigenous, LGBTQ+, and people with disabilities. We thank you in advance for your interest. Only those candidates with the minimum qualifications will be contacted and considered for an interview.