



## **INTERNAL/EXTERNAL JOB POSTING**

**Position:** Accounting Assistant

**Job Type:** Part time (21 hours/week), December 2023 – March 2024, with the possibility of extension

**Reports to:** Finance Manager and Executive Director

**Salary:** \$25.00/hour

**Application deadline:** **November 24, 2023**

### **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**

- Maintaining the accounting filing system.
- General bookkeeping duties including data entry, accounts payables, accounts receivables, cheque preparation, invoice review, and preparation.
- Maintaining/updating the subsidiary ledgers for prepaid expenses, and processing the payroll (as deemed necessary).
- Recording the transactions to Simply Accounting.
- Preparing the annual audit requirements.
- Preparing the semi-annual application for GST/HST PSB.
- Preparing 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, **November 24, 2023, 6:00 pm** to:

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

Email: [infomail@iwsoc.ca](mailto:infomail@iwsoc.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.