

Strongest Families Institute



Location: Halifax Regional Municipality

Accountant OR Accounting Clerk

Job Description: We are looking for a hands-on accountant who shows strong organizational skills with a high attention to detail and ability to prioritize tasks within a fast-paced, growing organization. Reporting to the VP of Finance & Risk, the successful applicant is responsible for maintaining financial records, performing financial processes, performing all aspects of the payroll cycle and recording a wide range of financial transactions. This includes record maintenance, payroll processing, and other clerical duties as required.

Duties and Responsibilities:

Payroll:

Performs all aspects of the payroll cycle including but not limited to:

- 1) Processing bi-weekly payroll in ADP WorkForce NOW including pay verification;
- 2) Collecting and verifying timekeeping information;
- 3) Investigating and resolve any discrepancies in payroll;
- 4) Reconciles and monitors Pension and Benefits Data;
- 5) Calculates employee accruals for vacation and sick;
- 6) Complete step changes & retro payments;
- 7) Reconciliation of compliance payroll reports, annual Tax forms and processing of T4's;
- 8) Reconcile and updates employee data in payroll including new hires, step changes and terminations;
- 9) Deal with questions regarding payroll from employees and management;
- 10) Other duties as assigned.

Finance:

- 1) Performs month end task as they relate to invoicing, deferred revenue, inventory and work in progress;
- 2) Maintains accounts payable including vendor records, invoice entry, maintenance of payable subledger, obtaining payable approval and vendor payment notification;
- 3) Maintains accounts receivable including customer payments, invoice entry, customer subledger, customer statements and deposit of funds;
- 4) Maintains credit card expenses;
- 5) Maintains Petty cash distribution, reconciliation and remittance;
- 6) Updates key monthly reports for Senior Management;
- 7) Filing all financial documents; and
- 8) Other duties as assigned

Education and Experience Requirements:

- Post-secondary education in accounting or equivalent;

- 2+ years' experience in similar position;
- Experience in ADP WorkForce Now and Sage 50 or equivalent are considered an asset;
- Critical eye for detail;
- Excellent analytical and problem-solving skills;
- Demonstrated organizational skills;
- Proficient in Microsoft Excel;
- Able to accurately and thoroughly monitor work for quality;
- Strong interpersonal, verbal and written communicational skills; and
- Ability to adapt in a growing, fast-paced organization.

About Strongest Families Institute:

Strongest Families Institute (SFI), a charitable organization (www.strongestfamilies.com), leverages research, technology and highly-skilled staff to deliver services to children, youth, adults and families dealing with mental health and other issues impacting health and well-being. SFI is an award-winning organization making a difference in individuals' lives. We offer a rewarding career with the opportunity for growth.

Strongest Families is committed to creating a diverse and inclusive work environment that invests in building a culture of appreciation and respect. We offer equal opportunity to all candidates seeking employment.

Comments:

During the COVID-19 pandemic, Strongest Families staff have the option to work remotely from a home office. Equipment will be provided for all incumbents, training and supervision will occur virtually. Work is performed in accordance with general direction from the VP of Finance & Risk. Performance is reviewed and evaluated on an ongoing basis by the VP of Finance & Risk.

Email cover letters and resumes to careers@strongestfamilies.com attention **Darcy Comeau, VP of Finance & Risk.**