ACCOUNTANT (PART-TIME)

WOMEN IN GOVERNANCE

Women in Governance (WiG) is a not-for-profit organization with a mission to support women in their leadership development, career advancement and access to Board seats. WiG achieves its mission through Mentoring and Governance Training programs, hosting and partnering on events featuring prominent thought leaders and speakers exemplifying the value of women in leadership, as well as WiG's Parity Certification. The Parity Certification serves to help organizations increase the representation of women in sectors where they have historically been underrepresented, as well as in senior management positions. This innovative certification not only evaluates parity at the decision-making level of organizations but also assesses the organization's commitment to the implementation of mechanisms that enable women at all levels of its hierarchy to achieve career advancement, thus creating a pipeline of female talent.

www.womeningovernance.org

ROLE OVERVIEW

Reporting to the Chief Financial Officer, the Accountant will be responsible for maintaining timely and reconciled financial ledgers and ensuring the organization's payments, payroll and invoicing is completed accurately and based on appropriate approvals. The Accountant will also prepare financial statements on a monthly basis using Excel and Quickbooks. The ideal candidate will have strong financial literacy and natural organization skills.

KEY DUTIES AND RESPONSIBILITIES

- Perform bookkeeping functions, including maintenance of the general ledger, accounts payable, accounts receivable, deposits, bank reconciliation and payroll;
- Record, file and maintain complete and accurate supporting documentation for all financial transactions; reconcile accounts in Quickbooks on a monthly basis;
- Record banking transactions accurately and in a timely fashion, including maintaining backup records, receipts and invoices;
- Coordinate the distribution of donor/sponsor receipts;
- Follow-up on overdue invoices in a professional manner;
- Reconcile individual credit card statements; Prepare of monthly payment report for review and approval;
- Prepare bi-Weekly payroll for review; Submit on timely basis (ADP);
- Sales taxes – accurate accounting of invoiced taxes and ITCs and monthly filing for QST, HST and GST;
- Prepare annual reports for government agencies, as required;
- Ensure accurate record-keeping in Quickbooks by event and by program.
- Support annual review by external accounting firm.
- Reconcile bank accounts to Quickbooks, weekly.
- Reconcile payroll, monthly.
- Perform other accounting and reporting as directed by CFO.
- Review Receipts inbox and collaborate with internal stakeholders to ensure all payments to vendors are approved and paid on time.
• Prepare all supporting information for annual audits and liaise with external auditors as necessary;
• Think outside the box and suggest ways for the organization to improve its financial records and accounting process.

The above duties are representative but are not to be considered all-inclusive.

As an organization committed to parity, diversity, and inclusion, we encourage all interested candidates to apply regardless of gender, gender identity or expression, origin, sexual orientation, age, religion, disability status, and/or any other historically marginalized reason.

QUALIFICATIONS AND REQUIREMENTS

Education
Accounting college diploma with 2 years+ work experience

Knowledge, Skills, and Abilities
• Quickbooks experience;
• Organized;
• Strong English;
• French an asset;
• Experience with billing;
• Strong attention to detail and accuracy;
• Strong experience with reconciliations;
• Experienced with Quickbooks setup optimization.

WORKING CONDITIONS

• Remote;
• Starting date: as soon as possible;
• Hours per Week: 16 hours+;
• Rate: $25/hour +.

HOW TO APPLY

Please send your resume and a cover letter to careers@womeningovernance.org. Only selected candidates will be contacted.