



# MALTON NEIGHBOURHOOD SERVICES



3540 Morning Star Drive, Mississauga, ON L4T 1Y2

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## Job Posting

**Position:** Accounting Clerk/Bookkeeper  
**Program:** Accounting and Finance  
**Contract type:** Parental leave coverage, fulltime temporary.  
**Start Date:** ASAP  
**End Date:** June 24, 2022  
**Location:** Hybrid schedule, Mississauga L4T 1Y2  
**Rate:** \$21.98 to \$23.63 per hour  
**Hours:** 35 per week.  
**Deadline to apply:** October 11, 2021  
**How to apply:** Please email your resume with a cover letter to [HR@mnsinfo.org](mailto:HR@mnsinfo.org)

MNS is a non-profit charitable organization which has provided settlement and community support services since 1975. For more information about MNS, please visit our website at [www.mnsinfo.org](http://www.mnsinfo.org)

### Duties:

- Establish, maintain and balance agency account payable, account receivable and other accounts.
- Properly code charges, record transactions, post journal entries and reconcile accounts.
- Maintain general ledgers and assist the Senior Accountant in preparing financial statements.
- Calculate and prepare cheques for utilities, taxes, and other payments.
- Interpret contracts provisions in order to identify allowable/non-allowable expenditures.
- Prepare bookkeeping and financial reports or statements on a regular basis.
- Manage daily banking including arranging wire transfers and deposits, maintenance, and reconciliation.
- Complete and submit tax remittance forms for statement of account for current source deductions, (PD7A) workplace safety insurance Board (WSIB) premium, CPP/EI and corporate tax etc.
- Complete and file the HST return on a regular basis.
- Perform bookkeeping duties, such as invoicing, maintaining client payments, calling past due accounts.
- Assist in processing employees' timesheets bi-weekly for payroll.
- Manually calculate/crosscheck the descriptive information to ensure that it balances to the payroll numbers shown for that month for each staff member of each project.
- Prepare variance report as required.
- Prepare cash flow and update actual expenses on a monthly basis for each project.
- Investigate queries from funders and prepare responses as required for each Project.
- Compile and maintain all department incoming and outgoing mails.
- Prepare courier packages as necessary for monthly IRCC claims and other requests for courier service.
- Receive Packing Slips and verify against invoices.
- Maintain office supplies and equipment.

- Coordinate with insurance provider regarding Certificates as needed by funders and/or others.
- Enter expenses into Sage 50 Accounting Software according to project (multi-departmental).
- Prepare and distribute vendor cheques as required (including copies for payables file).
- Other tasks as assigned by the Director of Finance.

### **Qualifications:**

- Must have post secondary education in accounting or finance equivalent to 3rd level CPA, CGA. Bachelor's degree will be an asset.
- In progress study towards accounting designation (CPA, CGA) will be an asset.
- Minimum three (3) years experience in an accounting and or bookkeeping role.
- Minimum one (1) year experience in a non-profit setting. Experience working in a unionized environment will be an asset.
- Minimum one (1) year experience in using accounting software such as Sage 50, QuickBooks.
- Excellent planning and organizational skills with particular emphasis on attention to detail and ability to meet deadlines.
- Advanced knowledge of Microsoft Office, particularly Excel (advanced formulas, VLOOKUP, pivot tables etc.)
- Excellent interpersonal skills with internal and external stakeholders, third parties, and staff at all levels.
- Demonstrated ability to accept and perform additional duties as needed to meet the mission of the organization.
- Must provide a Criminal Record Police Check upon successful hire.

*"We thank all applicants for their interest in MNS. However, only candidates selected for an interview will be contacted. No telephone calls please."*

*MNS encourages applications from individuals reflecting the diversity of our community. MNS is committed to fair and accessible employment practices and when requested, will make reasonable effort to accommodate people with disabilities during the recruitment and assessment processes when filling positions.*