

### Job Summary

The Accounting Assistant is responsible for the accurate processing of accounts payable and receivable and performs bookkeeping and accounting functions up to and including financial reports for HPEPH. This position assists in payroll duties, account analysis, fixed assets and records management and provides general administrative services as required to the staff of the Finance Department.

### Responsibilities

#### Job Specific

- Ensures accounts payable invoices are matched by purchase requisitions, ensures purchase requisitions are properly authorized and G/L account numbers assigned, enters accounts payable invoices into computer, ensures journal entries balance and posts journal entries. Prints cheques and distributes as necessary.
- Prepares accounts receivable invoices, cash receipts, assigns G/L account numbers, enters data into computer and posts journal entries. Deposits cash receipts for all bank accounts.
- Prepares financial transactions and account reconciliations for staff benefits, statutory benefits, donations, union dues, visa statements, petty cash, etc. Prepares analysis for general ledger accounts. Assists with payroll input as required.
- Responds to internal and external enquiries for A/P and A/R.
- Scans financial transactions and saves into corporate records management system; archives financial files; conducts regular audits to ensure quality control of system.
- Maintains fixed assets module; conducts regular inventory, reviews and maintains asset listings for completeness and maintains amortization records.
- Assists in the preparation of year end working papers and provides information to external auditors.

#### Administrative Responsibilities

- Maintains effective internal and external communications required for position



- Participates on committees and work groups for HPEPH as assigned; participates in the development of operational plans, as requested.
- Models, supports, and endorses OPH / HPEPH values, policies, procedures, and change initiatives and adheres to professional standards.
- Demonstrates a commitment to the HPEPH mission and values and acts as an ambassador for HPEPH when in contact with the public and other agencies.
- Where appropriate, identifies risk and implements risk mitigation strategies.
- Ensures that work is performed in a safe manner; adheres to established health and safety policies, procedures and practices.
- Performs other related duties as assigned.

## Qualifications

### Knowledge and Experience

- 3 year Business Administration and / or Accounting Diploma; or equivalent mix of education and experience.
- 2 years general accounting experience, preferably in a computerized environment.
- Proficient with payroll transactions, accounts payable, accounts receivable and general ledger modules.
- Excellent working knowledge of SAGE software, AccPac, and PowerPay, considered an asset.
- Experienced with SAGE AccPac and/or PowerPay, preferred.

### Skills and Abilities

- Excellent mathematical and analytical skills.
- Meticulous attention to detail and accuracy.
- Good oral and written communication skills.
- Strong time management skills; ability to prioritize and meet deadlines.
- Ability to take initiative, work with minimal supervision.



- Ability to establish and maintain confidentiality.
- Intermediate computer proficiency (Microsoft Office), specifically in the use of Excel
- Demonstrated ability to learn new software programs, including accounting and payroll systems.
- Demonstrated ability to undertake the responsibilities of this position.

### Other

- Immunizations must be up-to-date, and subsequent to hiring be maintained in compliance with all applicable HPEPH policies.
- Satisfactory Police Reference Check.

<b>Reports to:</b>	Finance Manager
<b>Union / Non-union:</b>	Non-union
<b>JD Creation Date:</b>	May 2016
<b>Updated on:</b>	December 2017

