



Brampton Multicultural Community Centre

ACCOUNTING ASSISTANT

INTERNAL & EXTERNAL POSTING

Position Type: Part- Time -**Working Hours:** 17.5 per week- **Location:** Peel Region

Brampton Multicultural Community Centre (BMC) is a charitable organization, established in Peel Region in 1987. Its mandate and core business is to enable newcomer and immigrant individuals and families to achieve their full potential and become productive participants in their adopted land. BMC has a variety of specialized programs that target specific demographics and focus on providing different services (Settlement, Mental Health, Youth Engagement, Employment etc.). As an Accounting Assistant you will support the Accounting department in keeping the book of accounts and related tasks up-to-date and doing so in a cost-effective manner.

RESPONSIBILITIES

- General accounting including posting, purchase ledgers, payroll, journals, bank deposits etc.
- Reconciling finance accounts and direct debits
- Source deductions; E.I, CPP, OHT and others if applicable or as required
- Accounts receivable and payable
- Remittance to Canada Revenue Agency (CRA) in timely manner, to arrive at their offices on time each month
- HST refund claims at end of the fiscal year immediately after the audit
- Calculating and checking to ensure payments, amounts and records are correct
- Sorting out incoming and outgoing daily post and answering any queries
- Initiating purchase orders and approvals, issuing invoice when required, budgets, variance analysis and reporting
- Managing petty cash transactions
- Proper and up to-date record keeping; writing reports weekly, monthly, yearly or as required, preparing financial statement(s) and budget reports
- Supporting staff and participants if and when required
- Any other responsibility prescribed by the Board or designate that is complimentary to the position
- Reports to the Executive Director and his/her designate.

QUALIFICATIONS/SKILLS

- University Degree/Designation in Accounting or related field and a minimum of one year of demonstrated accounting/bookkeeping experience within not for profit sector
- Experience in processing payroll, statutory deductions, CRA requirements and ability to read and interpret financial statements. Demonstrated experience performing accurate numerical computations and analysis.
- Intermediate level of skills in MS Office (Word, Excel), Email, Internet and experience with databases and generating reports required. Experience with Simply Accounting Software is preferred
- Excellent organizational and time management skills, including attention to details, ability to set priorities, meet deadlines and deal with conflicting priorities and work requirements.
- Considerable experience providing support to senior management and accounting manager handling a range of accounting related and/or administrative matters,
- Must be a team player , flexible to work evenings or weekends if and when required,
- Ability to work under pressure and meet deadlines.
- Police Record Check for Vulnerable Sector is required as part of the hiring process.
- Must have own transportation, driver license and valid insurance to use your vehicle for job related travelling

This is a part time contract position ending March 31, 2018 with a possibility of renewal

**Please mail, fax or email resume along with a cover letter referencing
BMC-JC-0135-Accounting Assistant by July 14, 2017 to:**

Human Resources Department
Brampton Multicultural Community Centre
197 County Court Blvd, Suite 303
Brampton, ON L6W 4P6
Fax: 905-874-6100
Email: hr@bmccentre.org

BMC is an equal opportunity employer, which promotes the principles of diversity and equity, and adheres to the tenets of the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Accommodations are available upon request; all requests must be made to the HR department in advance.