



## **ACCOUNTING CLERK / RECEPTIONIST**

### **Who We Are**

The Alberta Council of Disability Services (ACDS) is a not-for-profit, provincial association of organizations that support people with developmental disabilities or brain injury. Our goal is to ensure quality service delivery in the Community Disability Services (CDS) sector. Member support is provided through policy advocacy, training and development, accreditation, research, and building connections within and across the CDS sector. We are a highly respected conduit of information and collaboration between the government and member organizations.

### **What We Are Seeking**

The Accounting Clerk / Receptionist works in support of the Business Manager to effectively manage all accounting-related tasks for the organization in our Calgary office. The role includes basic reception as first contact for the organization, general accounting, reporting, as well as administrative projects and tasks as assigned. Creating a helpful and supportive environment this position will support the organization in a professional, timely and responsible manner.

This full-time position seeks a professional to provide financial accounting and reception support, reporting, project and office administration, while providing visible support to the office.

The ideal candidate will be one who is organized, requires little supervision, is technologically confident and competent, can manage multiple projects in a fast-paced environment, and who wants to contribute their skills to make a difference in the nonprofit sector.

## **PRIMARY DUTIES AND RESPONSIBILITIES**

### **Accounting Duties**

- Implement and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control and petty cash,
- Coordinate, process and distribute payables and receivables activities in a timely manner, ensuring correct authorizations and coding,
- Create, print, and file appropriate reports,
- Document and maintain complete and accurate supporting information for all financial transactions,
- Implement, maintain, and ensure compliance with internal financial and accounting policies and procedures,
- Assist in preparations for the annual audit and liaise with the external auditors as necessary,
- Assist colleagues with budget allocations for funding applications and operations,
- Assist to maintain financial records for department projects in a timely manner,

### **Reception and Office Administration Duties**

- Create a helpful and supportive environment by promptly and courteously responding to members, stakeholders, the general public, volunteers and staff in a professional, and timely manner,
- Monitor and maintain phone system; by redirecting calls and messages as required,
- Coordinate and distribute incoming mail, courier packages and faxes.
- Assist in the organization of property / facility management.
- Coordinate maintenance of the office equipment,
- Coordinate and place the office supplies order with appropriate approvals,
- Maintain paper and electronic files related to membership,
- Provide administrative support as requested.

### QUALIFICATIONS AND COMPETENCIES

- Accounting Diploma or Certificate, with two to five years of relevant experience,
- Knowledge of generally accepted accounting principles,
- Experience working in the human services or disability sector an asset,
- Highly organized; able to manage multiple projects and competing priorities, and complete tasks accurately within set timelines.
- Proficiency with Windows, Microsoft Office 365 Suite of products, and experience with database management are a must,
- Knowledge of Adagio accounting program is an asset.
- Keen decision making, problem solving, and analysis are critical to this role.
- Excellent written and verbal skills in the English language are crucial,
- Must be able to work respectfully in a diverse team environment and be willing to 'roll up the sleeves' to support organizational activities and priorities.

Remuneration: \$40,000 - \$44,000 / year plus benefits

This position is 37.5 hours per week and is located in the Calgary office. ACDS offers a highly supportive, equal opportunity work environment.

E-mail resume and covering letter to: [hr@acds.ca](mailto:hr@acds.ca)

Please state "Accounting Clerk / Receptionist - Website" in subject line.

**Deadline: Nov 12, 2021**

Only candidates selected for an interview will be contacted. Interview candidates will be required to bring documents to prove academic credentials. Position will remain open, and deadline extended until the ideal candidate is found.