

## Role Posting: Accounting Assistant



**Posted:** November 1, 2021

**Closing:** November 19, 2021

L'Arche is an organization in which people with and without intellectual disabilities share life together based on stated core values, as articulated in our Servant Leadership Model. We live, work, and learn together in our 30 communities across Canada. Founded in 1964, L'Arche strives to shape a more human and just society where each person's gifts are known and celebrated.

**Position:** Accounting Assistant

**Location:** L'Arche Winnipeg Inc.

**Duration:** Permanent part time

**Start date:** Immediately

**Salary:** commensurate with experience

**Responsible To:** Accountant

### **Position Summary:**

Accounting Assistant position is a part-time position (20 hours/week). This person is accountable to the accountant and the leadership team. This person provides support to the Accountant, Assistants Coordinator, Director of Fund Development and Communications.

### **Location:**

The Accounting assistant will work out of our office at 118 Regent Avenue East in Transcona. Our community currently has six L'Arche homes in Winnipeg: four homes in the Transcona area, one in Windsor Park and one in St. Boniface area. We also have one woman who lives independently with support. L'Arche Tova Café is our community café that is located in the heart of Transcona. It creates employment for people with and without a disability and serves as an outreach for the community.

### **Major Duties and Responsibilities:**

- *Organizing payroll information and processing payroll on a semi-monthly basis.*
- *Assisting with transition of payroll system.*
- *Preparing T4 annually.*
- *Provide payroll related analysis and track balances for employees' vacation, sick time and other benefits and deductions.*
- *Administer RRSP and employee benefits plans.*
- *Maintaining database and spreadsheets for donations*
- *Managing and reconciling donation transactions*
- *Credit card transactions*
- *Issuing donation receipts & thank you letters.*
- *Providing monthly fundraising report and year end summaries.*
- *Processing bill payments.*
- *Calculate and record all entries in the system*
- *Various other general accounting tasks as required.*

### **Qualifications, Skills Needed, and Position Requirements:**

- *Previous experience with L'Arche or non-profit is an asset*
- *Self-motivated and able to work independently.*
- *Ability to multitask and problem-solve.*
- *Ability to set priorities and work under pressure to meet deadlines.*
- *Ability to maintain confidentiality.*
- *Able to maintain a positive attitude.*
- *Exceptional organizational skills.*
- *Good inter-personal, written and oral communication skills.*
- *Degree/diploma or previous education background in accounting/ book keeping is required.*
- *Proficient with MS Office (particularly Excel) and QuickBooks*
- *Previous experience in payroll is preferred*

### **How to Apply:**

Please submit your resume, including a minimum of three references, along with a cover letter outlining your desire for and fit with this role by November 19, 2021 to: Joyleen Vanheyst [assistantscoord@larchewinnipeg.org](mailto:assistantscoord@larchewinnipeg.org)