



Sisters of St. Martha, Antigonish, NS

Assistant Accountant

FULL-TIME

TEMPORARY: May 1st – Aug 31st (Maternity Leave)

Sisters of St. Martha (CSM), Antigonish, are excited to hire a full-time Assistant Accountant to assist with monthly financial reporting including maintaining the General Administration (GA) accounts payable, payroll journal entries, banking records, segregated fund accounting, etc. Also, monthly review and reconciliation of financial reports from Local Communities.

DUTIES & RESPONSIBILITIES:

DAILY

- Retrieve and post invoices & cheques recorded in Accounts Payable system.
- Prepare bank deposits and take them to the bank as required.
- Monitor online bank accounts to avoid overdrafts.
- Manage and replenish petty cash as required.
- File Adagio accounting entries in respective binders in chronological order.
- File source documents in their respective files.
- Correspondence and communications with Local Community Treasurers and others as required.

MONTHLY:

- Prepare bank reconciliations for all GA bank accounts/ segregated funds.
- Post recurring monthly journal entries.
- Review, revise and post local community house reports.
- Code and record online bill payments in Adagio Payables.
- Review and process credit card statements for payment.
- Analyze monthly financial statements and prepare variance commentary.

Other financial and accounting that may be assigned from time to time which could include assistance with preparation of the annual budget and year end audit of the financial statements.

QUALIFICATIONS:

- Finance/Accounting education and/or experience in the field is a pre-requisite. Graduating students welcome.
- Working knowledge of Office 365.
- Highly organized and attentive to detail.
- Excellent time management skills and ability to prioritize workload effectively.
- Effective written and oral communication and interpersonal skills.

If you possess the desired qualifications and would like to apply or for more information, email Dan Fougere at dan.fougere@themarhas.com

Your emailed application should be saved as one PDF file and contain cover letter & resume. Please include **Assistant Accountant** in the subject line.

APPLICATION DEADLINE:
Friday, March 31st, 2022

Only short-listed candidates will be contacted.

