



*Sisters of Saint Martha, Antigonish, NS*

## **Assistant Accountant** **FULL-TIME**

Sisters of St. Martha (CSM), Antigonish, are excited to hire a full-time Assistant Accountant to assist with monthly financial reporting including the General Administration (GA) accounts payable as well as monthly review and reconciliation of financial reports from Local Communities.

### **DUTIES & RESPONSIBILITIES:**

#### ***DAILY / WEEKLY***

- Accounts payable – preparing cheques for invoices through both Adagio and Sage 50 accounting programs.
- Prepare bank deposits and take them to the bank when required.
- Manage and replenish petty cash as required.
- File source documents in their respective files.
- Correspondence and communications with Local Community Treasurers and others as required.

#### ***MONTHLY:***

- Prepare bank reconciliation for Community bank account(s).
- Review, revise and post local community house reports.
- Review and process credit card statements for payment.
- Prepare financial summary documents for review.
- Property record maintenance.

#### ***ANNUALLY:***

- Filing of income tax returns.
- Assist in the preparation of the annual budget document and year end audit.

*\*\*\*Additional financial and accounting tasks that may be assigned from time to time by other members of the finance department.*

### **QUALIFICATIONS:**

- Working knowledge of Office 365 and Sage 50.
- Highly organized and attentive to detail.
- Excellent time management skills and ability to prioritize workload effectively.
- Effective written and oral communication and interpersonal skills.

### **HOURS:**

This is a full-time position (40 hours per week) with the possibility of flexible scheduling throughout the week.

If you possess the desired qualifications and would like to apply or for more information, email Courtney King at [courtney.jamieson@themarthas.com](mailto:courtney.jamieson@themarthas.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, February 28<sup>th</sup>, 2025**

*Only short-listed candidates will be contacted.*

