

JOB DESCRIPTION ASSISTANT ACCOUNTANT

This position reports directly to PIC's in house Accountant/Treasurer.

Responsibilities:

Primary Accounting Tasks

- Manage and organize all daily financial recordkeeping, expenses, donations, fee, credit card tracking EFT.
- Performing Account Receivable and Account Payable functions including balancing cash and record donation pledges.
- Reconcile account with IRM and QuickBooks online.
- Primarily be responsible for verifying, administering, processing, and managing accounts payable.
- Experience processing credit card and EFT payments.
- Experience with processing journal entries and GL account reconciliations.
- Posting all internal Petty Cash and employee expense reimbursement requests to Quick Book
- Prepare Zakat/Sadaqah cheques monthly on a timely basis.
- Prepare monthly payroll journal based on data from Ceridian for QB.
- Prepare monthly revenue journal based on data from IRM for QB.
- Maintain Fixed Asset Sub-ledger and prepare monthly amortization journal for QB.
- Prepare monthly bank reconciliation for all bank accounts.
- Prepare ad hoc accounting reports as requested.
- Assist Accountant/Treasurer with any other tasks as may be required from time to time.
- Assist in weekly cash collection count and prepare bank deposit.
- Support various other accounting functions as needed.

Human Resource and Payroll Administration:

- Review and upgrade hiring policies ensuring compliance with applicable legislation.
- Maintain HR files on all active and non-active employees.
- Enter new employees into the Ceridian Payroll system and ensure accurate employee data (SIN number, employee address) is maintained.
- Collect employee time sheets on monthly basis and verify same for accuracy.
- Process monthly payroll for all salaried and hourly employees
- Issue ROEs for terminating and on leave employees.
- Keep track of vacation and sick days granted/taken by employees.

Other quarterly/yearly tasks:

- Excellent knowledge of processing charity year-end.
- Prepare and remit Quarterly/yearly HST and EHT.
- Knowledge of annual return and annual body service rebate.
- Work closely with auditor and provide yearend financial statements and supporting documents to auditor on a timely basis.
- Prepare T4, T4A, T5007 and submit to CRA.