

## We are now hiring...

For over 60 years, Quad County Support Services has been supporting individuals with developmental disabilities to live their best lives. With our roots in rural Ontario, community connection is at the centre of our work. We are committed to ongoing community development and strengthening partnerships to ensure individuals with developmental disabilities are fully included in the communities where they live.



### **Finance Associate- 24 hours per week.**

**Location: Wardsville | Closing: February 9, 2024**

#### **Responsibilities**

- Maintain a complete set of books and records by recording all financial transactions, such as purchases, expenditures, revenue, invoices, and payments using Quickbooks.
- Post journal entries and reconcile accounts, prepare trial balance of books, maintain general ledgers and prepare financial statements.
- Process accounts receivable/payable.
- Preparing and submitting payroll using Inclusion Systems.
- Preparing and submitting WSIB and GST/HST information as required.
- Prepare bank deposits, monthly bank reconciliations and monitor cash flow.
- Prepare financial documentation for monthly Board meetings.
- Work with auditors and prepare information as required.
- Provide coverage for administrative duties during the absence of the Administrative Assistant.

#### **Skills**

- Post-secondary degree/diploma in related field.
- 2-5 years relevant experience working in accounting and bookkeeping (knowledge of QuickBooks is an asset).
- Previous experience working in a nonprofit organization is an asset.
- Proficiency in all Microsoft applications (MS Word and MS Excel in particular).
- Solid understanding of basic bookkeeping and accounting payable/receivable principle.
- Detail oriented, self-motivated and a critical thinker.
- Ability to organize, adapt to multiple demands, set priorities and achieve results.
- Utilize diplomacy and tact in all interactions with others, maintaining a professional demeanor always.
- Demonstrated ability to clearly transmit and receive information by email, phone and in person.
- Solid interpersonal and teamwork skills.

**Interested Applicants** please submit a letter of interest and resume to [info@quadcounty.ca](mailto:info@quadcounty.ca) by February 9, 2024.