



BOOKKEEPER/FINANCIAL ADMINISTRATOR

This position functions in collaboration with twenty other employees who provide important employment services in our community. Our organization has been operating and providing these services in Northumberland and surrounding counties since 1997. In addition to the standard financial duties, the Bookkeeper/Financial Administrator will work in collaboration with senior management to review, project, recommend, and manage the contractual obligations and funds held by the organization. This will include attending meetings to discuss current and future planning, accountant and auditor meetings, and meetings with ministry officials as needed. This position comprises of a 37.5 hour work week.

Qualifications

Software Knowledge: Sage 50 Premium Accounting, MS Office Word, MS Office Excel, Adobe

Responsibilities

Accounts Payable / Accounts Receivable / Payroll

Additional Mandatory Duties:

- Management of audit and year-end preparation
- Bank reconciliations
- Project forecasting and management of project allocation spreadsheets
- Project reporting; Provincially-mandated reports including monthly/quarterly Revenue and Expenditure reports; Auditor Reports; Audited Financial statements
- Quarterly HST remittances
- Manulife Group RRSP - administration of plan
- Chambers of Commerce Group Insurance – administration of plan
- Provision of Liability Insurance Certificate requests, as needed

Interested candidates should submit their application by way of email by **August 30, 2024** to:

Ann Newell, Executive Director, newell@watton.ca

Watton Employment Services welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all who apply. However, only those selected for an interview will be contacted.