



Accounting Clerk – Full Time

REPOST

Job Posting #E012-18

Lookout Housing and Health Society

Lookout Housing and Health Society is a charitable organization and social safety net that provides housing and a range of support services to adults, with low or no income, who have few, if any, housing or support options. As the people we serve have challenges meeting basic needs and goals, we place minimal barriers between them and our services. We believe that helping people help themselves is essential in addressing homelessness and all the issues that surround it. Securing appropriate housing is the first and most essential step in achieving responsible independent for individuals. For more information about Lookout, please visit www.lookoutsociety.ca

Position Summary

The Accounting Clerk provides support to the Director of Finance. Duties and responsibilities include completing tasks related to the financial operation of the Society such as rent collection and reconciliation, inputting rent income into ACCPAC, providing staff support, management of comfort account, and issuing refund cheques, updating and keeping current Lookout's financial and accounting data and records. This position focuses on checking, coding and entering accounts receivable and the general ledger. The Accounting Clerk is also responsible for financial related filing and to maintain an organized and clean work space. This position works in accordance with the mission and philosophy of Lookout Housing and Health Society including following Lookout's Code of Ethics as well as completing work in a manner which meets generally accepted accounting principles and practices.

Duties in brief: Checks, codes, inputs and processes accounts receivable including records of deposit, journal entries, outstanding receivables, reporting etc. ensuring timely payment of all invoices. Prepares and updates financial spreadsheets and reports. Prepares cash/cheque deposits and reconciles accounts to GL. Completes filing of invoices, reports and spreadsheets, etc. Reports discrepancies to the Director of Finance. Assists with year-end working papers and financial statements as required. Performs other related duties as assigned.

Qualifications:

- Relevant post-secondary education or minimum Grade 12 equivalent to two years (2) of study
- Two years' (2) accounting clerk experience
- Demonstrated knowledge of income assistance, affordable housing and health resources
- A First Aid Training Certificate is an asset, must pass a satisfactory Criminal Record Check

Skills and Abilities:

- Minimum typing speed of 60 words per minute
- Proficient in ACCPACC, database management and Microsoft (Word, Excel, and Outlook)
- Excellent communication skills, both verbal and written
- Good judgement, tact and discretion
- Ability to plan and organize work to ensure deadlines are met
- Ability to manage high workload with significant level of interruptions

If interested, please submit cover letter and resume to info@lookoutsociety.ca
by 5:00 pm **March 15, 2018**.

Please note only shortlisted candidates will be contacted.