

## Professional Booker/Advanced Accounting Technician

### Part-time Permanent – 30 hours per week

Hospice Care Ottawa (HCO) is a community-based charitable organization whose mission is to accompany and support individuals and their families through their end of life journey by providing compassionate, high quality care. Hospice programs include Day Hospice, In-Home support, Family Support, Residential Hospice services and Bereavement Support. We rely on and value the contribution of over 700 volunteers who contribute to every aspect of our programs. HCO proudly recognizes and welcomes the diversity of our community and strive to be inclusive for all. HCO is looking for people to work in a supportive integrated environment who are committed to supporting the highest quality palliative care.

**Seeking a highly motivated, experienced and community-focused individual to join our Finance team as a Professional Bookkeeper/Advanced Accounting Technician. If you are looking for a position that allows you to contribute and make a difference, then Hospice Care Ottawa may be the place for you!**

#### **Position Overview:**

Reporting to the Director of Finance, Admin & Facilities, the **Professional Bookkeeper/Advanced Accounting Technician** carries out day-to-day bookkeeping functions for Hospice Care Ottawa, a community-based charitable organization. This position is responsible to process full-cycle accounting records to a month-end status for review abiding by GAAP. This position is also the main support to the payroll submission process. Ad hoc duties related to operational finance, donations, payroll and event finance are also performed.

#### **Qualifications:**

1. College Certificate or greater in Accounting. *Three (3) or more years of experience may replace education.*
2. Minimum 3 years of accounting experience
3. Four (4) or more years of experience working at an advanced level in QuickBooks (desktop), Excel and Ceridian - **Mandatory**
4. Advanced level of experience with depreciation, amortization, deferred accounts, accruals, and donation deposit reconciliation – **Mandatory**
5. Strong communication skills in English – written and oral – **Required**
6. Experience working for a not-for-profit, charitable organization is an asset.

Preference will be given to applicants who have worked with Netbanx, ProDon and Dayforce Management or similar donation as well as HR time management software.

**Experience Level Required:** Experienced. **This is not an entry level position.** The successful candidate will be expected to possess and demonstrate strong capabilities with accounting immediately.

#### **Key Responsibilities:**

1. Full knowledge of the general ledger and financial statements
2. Bank and credit card reconciliations
3. Remittance preparation for WSIB, CRA and Minister of Finance
4. Ability to manage multiple rebate rates for HST reimbursement
5. Post bank deposits from donation software and cash deposits accurately into each revenue account
6. Post all data / costing by department
7. Post pre-approved accounts payable and prep vendor payments on bi weekly rotation
8. Post time sheets to payroll software, cost payroll to Ministry of Health, GL accounts and prep accruals
9. Main support person to the payroll administrator (Director of Finance)
10. Understand group benefit reports for employee deductions
11. Track and report union dues
12. Create and Maintain prepaid schedules; deferred schedules; amortization schedules
13. Maintain accurate records and file system for accounting day-to-day
14. Support event committees with treasurer functions
15. Review batched data from Donations Administrator for day-to-day and month-end files
16. Ability to work with charitable receipt software for report reconciliations
17. Ability to work independently and meet critical deadlines including month-end
18. Support year end audit requirements
19. Ad hoc duties as requested by Director of Finance

## Disclaimer

---

*The above statements are intended to describe the general nature and level of work being performed in this job. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this role. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

**Reporting Relationship:** Reports to the Director of Finance, Admin and Facilities  
**Position Status:** Part-time, Permanent  
**Position Schedule:** 30 hours per week, 4 days worked per week  
**Compensation:** \$26.50 - \$27.03 per hour  
**Union Position:** Yes. CUPE Local 2017  
**Work Location:** May Court Hospice, 114 Cameron Avenue, Ottawa  
**Remote Work Option:** No  
**Language of Work:** English – mandatory; Bilingualism (English/French) an asset

This position is eligible for Group Benefits (Health/Dental, Life Insurance & Disability after 90 Days). All premiums are fully paid by Employer except for Disability premium which is paid by the Employee.

This position is also eligible for paid personal/sick time.

**COVID-19 Vaccination:** As a healthcare entity, Hospice Care Ottawa requires all employees to be fully vaccinated and to provide proof of vaccination. Exemptions to this Vaccination Policy for medical or religious reasons will be accepted, provided they meet current exemption requirements outlined by Ottawa Public Health (OPH) for medical exemption, or written explanation from your religious leader for religious exemption.

*We are an equal opportunity employer welcoming application from individuals with diverse backgrounds. Accommodation is available during all aspects of the recruitment process. If you require accommodation, please make your request known when contacted.*

We look forward to receiving applications from qualified candidates. Applications in the form of a resume and cover letter will be accepted until **Wednesday October 20, 2021, 5:00 PM** and are to be directed to the attention of:

Kim Sheldrick  
Director, Finance, Admin and Facilities  
Hospice Care Ottawa  
114 Cameron Avenue  
Ottawa, ON K1S 0X1

Email [Kim.Sheldrick@hospicecareottawa.ca](mailto:Kim.Sheldrick@hospicecareottawa.ca)

We regret we are unable to accept drop-ins or phone-calls inquiries about this position.

We thank all who apply; however only those selected for interview will be contacted.