

THERECC.CA

# JOIN THE TEAM

RATH EASTLINK COMMUNITY CENTRE



## ACCOUNTING COORDINATOR

REPORTS TO VP OF FINANCE

Full Time (32+ hours per week) | Event support as needed

### POSITION SUMMARY

The Accounting Coordinator will be responsible for processing all accounts payable/receivable invoices and recording daily sales in the accounting system. Additional responsibilities include preparing daily cash deposits and other finance-related tasks as required. The ideal candidate will be enrolled in or have completed post-secondary education with a focus on accounting. Strong proficiency in Microsoft Excel and experience with **computerized accounting systems** are required. **The Accounting Coordinator will work closely with the Finance Manager and VP of Finance to ensure all accounting tasks are completed efficiently each month.**

### DUTIES AND RESPONSIBILITIES (Included, but not limited to)

#### ADMINISTRATIVE:

- ▶ Maintain accounts payable and accounts receivable entries in Microsoft Great Plains (GP)
- ▶ Reconcile daily sales cash and credit card reports
- ▶ Prepare and enter journal entries for daily sales and other transactions
- ▶ Submit daily cash deposits and maintain deposit records
- ▶ Maintain a log of all cheques deposited
- ▶ Control and maintain the accounts payable purchase order book
- ▶ Prepare recurring accounts receivable invoices each period
- ▶ Prepare cash drawers and floats for events at both properties

#### CUSTOMER SERVICE

- ▶ Provide quality customer service to all members and patrons
- ▶ Ensure member adherence to Central Nova Scotia Civic Centre Society (CNSCCS) policies
- ▶ Maintain a friendly and professional code of conduct
- ▶ Communicate effectively with staff and patrons
- ▶ Be a team player, adaptable, and supportive of others
- ▶ Represent CNSCCS values and build positive relationships

#### OTHER RESPONSIBILITIES

- ▶ Perform continuous risk management and report any concerns.
- ▶ Complete reports and documents in a timely manner, including risk management checks.
- ▶ Ensure knowledge and adherence to company policies and procedures.
- ▶ Maintain full confidentiality of member, user, and staff information.
- ▶ Other duties as assigned.

### EDUCATION, QUALIFICATIONS & SKILL REQUIREMENTS

- ▶ Post-secondary education specializing in business and/or accounting (preferred)
- ▶ Strong knowledge of Microsoft Excel and computerized accounting systems
- ▶ Experience working with finance teams and supporting accounting processes.

### BENEFITS

- Company events
- Company pension
- Dental care
- Discounted or free food
- Extended health care
- On-site gym
- Paid time off
- RRSP match
- Store discount
- Vision care
- Wellness program

! Current Criminal Record & Child Abuse Registry Checks are mandatory conditions for RECC employment. They must be completed and submitted before any training will begin.

COVER LETTER + RESUME SUBMISSION: DIRECT TO ▶ BRAD - BLAWRENCE@RATHEASTLINKCC.CA

We welcome cover letters and resumes from all qualified applicants. However, only those selected for an interview will be contacted.