



ROLE DESCRIPTION

Job Title: Accounting Assistant

Reports to: Site Leader

Job Summary:

Under the direction of the corporate Accountant, performs clerical duties related to the accounting function such as preparing, processing and batching invoices, rent and accounts payable and bank reconciliations. The Accounting Assistant performs duties as assigned to meet the goals and objectives of the organization within the mission, vision and values and strategic directions of the organization.

Duties:

- Assists accountants with monthly bank reconciliations, billing and deposits
- Processes monthly pre-authorized payments for residents
- Reconciles accounts receivable
- Communicates with Residents and families as needed
- Reconciles and monitors resident trust accounts
- Assists with processing of accounts payable
- Codes authorized invoices for processing by corporate office
- Prepares reports
- Performs other related duties as assigned.

Required Skills and Qualifications:

- Effective oral and written communication, interpersonal, time management and problem solving skills.
- High school graduation with additional training or equivalent combination of education and experience.
- Several years' office experience.
- Advanced knowledge and experience with MS Office and other related programs
- Accounting or book keeping experience an asset.
- Ability to organize workload and set priorities.
- Ability to work without supervision.
- Physical abilities to perform the duties of the position.

Must pass a criminal record vulnerable sector check.

Health and Safety Responsibilities:

- Responsible to read, understand and comply with Park Place's Occupational Health & Safety policies and safe work practices.
- Use safe work procedures including complying with rules and regulations.
- Responsible to take every reasonable precaution to protect the safety of residents, visitors, self, other workers, volunteers and the general public.
- Report near miss, injury, equipment damage, accidents to the supervisor immediately and complete required reports.
- Report unsafe work conditions and unsafe acts.
- Make safety suggestions.