



RELIEF FINANCE ASSISTANT

Hours of Work: Monday – Friday daytime, as needed

The finance assistant will provide assistance to the Manager of Finance, and be available to cover vacation time or unexpected leaves such as sick days.

QUALIFICATIONS:

1. Appropriate formal education and demonstrated accounting expertise.
2. Intermediate computer skills. Familiarity with Business Vision an asset.
3. Aptitude for data entry, accuracy and timeliness.
4. Organized, with good communication skills, both written and oral.
5. Works effectively to solve problems, both independently and as a team participant.
6. Exemplifies loyalty, confidentiality, tact and courtesy.
7. Respects the people we serve and demonstrates an understanding of their needs.
8. Committed to uphold the organization's mission, values and standards.

KEY RESPONSIBILITIES:

Accounts Payable

1. Open and date stamp mail
2. Collect packing slips, receipts and purchase orders to match with incoming invoices
3. Review invoices and send to program managers to obtain authorization to pay as needed
4. Track invoices by date to ensure timely payment
5. Code invoices showing expense account numbers and breaking out HST rebate amount
6. Enter invoices into Business Vision A/P system
7. Generate cheque run
8. File cheque documentation in A/P files

Bank Reconciliations

1. Reconcile bank statement balances with G/L balances for Royal Bank and Bank of Montreal

Other

1. Run G\L reports as needed by programs
2. Assist with Year-End audit documentation
3. Enter budget numbers into Business Vision

Mission Services is an equal opportunity employer - In accordance with the Accessibility for Ontarians with Disabilities Act, Mission Services is committed to accommodating individual needs of applicants with disabilities throughout the recruitment process. Please call Human Resources at 905-528-5100 Ext. 3115 or email at ecowan@mission-services.com, if you require an accommodation to ensure your equal participation during the recruitment and selection process.

How to Apply

Please submit a résumé with cover letter by July 13th, 2018 to:

**Mission Services of Hamilton
P.O. Box 368, Hamilton, ON L8L 7W2
or email to hr@mission-services.com**