

**November 21, 2018**  
**Dixon Transition Society**

**Job Title:** Executive and Accounting Assistant  
**Job Site:** Dixon Transition Society Administration Office  
**Reports to:** Executive Director  
**Hours:** Two days per week  
**Start Date:** January 2018

---

**Job Summary:**

The Executive and Accounting Assistant is responsible for Dixon Transition Society's accounting and bookkeeping needs; administering the Society's benefit plans; managing personnel files and unionized and exempt payrolls.

**Duties and Responsibilities:**

- Prepares financial reports for funders, budgets for capital projects, budgets for grants and applications
- Creates and manages personnel files, ensuring files are up to date with copies of employment and termination records, performance records, updated personal and banking information, updated forms and signed agreements
- Performs banking functions such as reconciling bank statements, monitoring bank account memos and bank changes to ensure compliance with contractual arrangements and maintaining list of authorized signing officers for bank accounts
- Processes accounts payable ensuring timeliness and accuracy of information
- Processes accounts receivable ensuring timeliness, accuracy of codes and appropriate backup
- Prepares period end balance sheets, income and financial statements, general ledger, year-end working papers, provincial and federal sales tax returns, cash flow estimates, salary cost projections and draft budget for the organization
- Works with the auditors to design, maintain and prepare account reconciliation and analytic working papers. Respond to auditors' inquiries and makes required adjustments
- Performs payroll and accounting functions including processing and administering payroll and benefit plans, posting to general ledger, completing trial balances, reviewing journal entries, reconciling and balancing payroll data. Maintains records and compiles information and performs analyses and summaries including preparing records of employment and workers compensation volunteer/employer claim forms, calculating retroactive payments.
- Administers and manages petty cash according to established procedures
- Maintains an accurate knowledge of the reporting requirements of funders as required
- Performs other related duties as required.

**Education, Training and Experience:**

Qualifications

- Experience with payroll in unionized workplace
- Experience administering benefit plans including MPP
- Minimum five years of experience

**Skills and Abilities:**

This position requires an individual who possesses:

- Knowledge and ability to work with different software such as QuickBooks, Pay works, office suite, web based emails, databases and search engines

- Ability to communicate effectively both verbal and in writing
- Ability to work under pressure while remaining calm and collected
- Ability to organize and prioritize work and to work with minimum supervision;

**Required:**

- Criminal Records Check

Annual Compensation: \$27,000-\$30,000

**Email Resume and Cover letter to:** [admin@dixonsociety.ca](mailto:admin@dixonsociety.ca)

Only qualified applicants will be contacted.