



## Accounting Clerk

**Reports to: Chief Business and Financial Officer**

### **Key Duties and Responsibilities:**

#### **Accounts Payable:**

- Reviews and processes all approved accounts for Kardel, including vendor payments, backup for payroll remittances, tax installments, benefits etc.
- Processes approved staff reimbursements such as Class IV fees, criminal record check fees, and other related training expenses.
- Reconciles and processes petty cash reimbursements for group homes, and day programs.
- Processes a bi-weekly cheque run
- Processes and updates/verifies monthly accounts payable recurring transactions, first of month entries, including rent payments, utilities, home share providers, and other subcontractors, as per contracts or invoices, etc.
- Track medications for residents to reconcile pharmacy invoices and to process reimbursements to Kardel from residents.
- Processes payments for CRT consultants as per monthly invoices and track amounts to annual contract allocation.
- Processes program manager requests for funds from client trust accounts
- Enters and reconciles credit card payments

#### **Accounts Receivable:**

- Receive cheques and payments for deposit to bank accounts for Kardel and records the accounting transactions.
- Reconciles PWD and OAS funding received to master list on a monthly basis.
- Inputs CRT receivables and forwards invoices to funders, or acts as back up for this.
- Completes quarterly invoicing of group home residents, monthly accounts receivables review and quarterly outstanding accounts receivables review with the controller.
- Completes general invoicing as required

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### **General Ledger:**

- Reports client trust account balances to program managers and home share providers monthly.
- Reconciles bank accounts and general ledger accounts
- Reviews GL accounts quarterly with the controller
- Maintain updated company tracking sheets

### **Payroll Assistance:**

- Gathering and examining timesheets to ensure their validity.
- Entering start and end times into the payroll software.
- Assist with preparing payroll related filings and supporting documentation.
- Compile, review, and monitor statistical reports, statements, and summaries related to pay and benefits
- Assists with payroll data entry as required
- Acts as back up for payroll and benefits

### **Other:**

- Provides general office assistance, helping staff and members of the public visiting or calling the office.
- Vehicle coordination for company fleet – repairs, insurance and tracking.
- Acts as back up for Community Response Team administrative support
- Acts as back up for Accounts Receivable and tracking of contracts with Funders
- Analyzes cost efficiencies and trends
- Provide other related duties as required

**Hours of Work:** Five days per week (37.5 hrs per week) – Hours of work generally between 8:30 am and 4:30 pm, excluding statutory holidays.

**Probationary Period: Three months**

**Compensation: \$24.00 - \$26.00 per hour (commensurate with experience)**

**Probationary Rate/Period: 100% of above for 3 months**

### **Qualifications:**

#### **Education, Training, and Experience**

- To succeed in the position, an individual must have a combination of a minimum of five years of financial, administrative and payroll experience and possess good spreadsheet and word processing skills. Experience

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with accounting software, knowledge of generally accepted accounting practices and completion of grade 12 including relevant additional post-secondary courses. Must be able to maintain a high level of confidentiality, work in a team setting, have excellent service quality skills and be able to maintain a high level of accuracy and high productivity in a time driven environment. Formal training from a recognized institution in accounting preferred. IT background would be an asset.

### **Job Skills and Abilities:**

- i) Demonstrated proficiency in Windows-based office software, with a high level of spreadsheet experience.
- ii) Attention to detail and accuracy are imperative qualities in this role.
- iii) Ability to communicate effectively both orally and in writing.
- iv) Ability to organize and prioritize work and carry out duties with independence.
- v) Ability to apply tact and diplomacy and deal effectively with conflict
- vi) Experience with Comvida Payroll and/or Scheduler would be an asset.

### **Benefits:**

Excluded employees working a permanent schedule of 20 or more hours per week receive the following benefits after they have completed 3 full calendar months:

Long Term Disability (LTD). LTD premiums are employee-paid which means the benefit payments are tax-exempt.

Group Life Insurance and Accident and Serious Incident (ASI) coverage is mandatory.

All excluded employees will have extended health premiums paid by Kardel, if they are not otherwise covered.

All excluded employees will have dental premiums paid by Kardel, if they are not otherwise covered.

**Please send CV and cover letter to: [hrassistant@kardel87.com](mailto:hrassistant@kardel87.com) or fax to 250-383-2835 attn Human Resources**

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