



**Canadian Mental  
Health Association**  
**Niagara**  
*Mental health for all*

## **JOB RE-POSTING # 80**

<b>Position Title:</b>	<u>Accounting Clerk</u>	<b>Vacancies:</b>	<u>1</u>
<b>Workgroup:</b>	<u>Finance &amp; Information Systems</u>	<b>Posting Date:</b>	<u>July 19 – July 26, 2021</u>
<b>Status:</b>	<u>Full-time; Regular</u>	<b>Start Date:</b>	<u>August 9, 2021</u>
<b>Hours:</b>	<u>35-hours per week</u>	<b>Salary Range:</b>	<u>\$17.94 - \$23.92 per hour</u>

### ***About CMHA Niagara***

*CMHA, Niagara is a non-profit, charitable organization committed to promoting mental wellness and to improving the lives of people in its service area who have mental illness as well as their families. CMHA Niagara achieves its mission through a number of programs and services.*

*CMHA, Niagara is committed to a recovery philosophy which focuses on the potential for people with mental illness to lead full, productive and engaged lives in their communities. The Branch works in partnership with many others who share in the commitment to supporting the broad determinants of health.*

### **Position Summary**

The Accounting Clerk assists in the day to day accounting activities for the agency and the preparation of financial reports as required by management, the Board, and funding agencies.

### **Job Functions**

- Use accounting system to enter transactions and verify entries; includes posting of accounts payable, accounts receivable, and deposits to appropriate accounts for CHMA and for back office support agencies.
- Perform regular accounting functions including preparation of bank deposits and bi-weekly disbursement cheques, monthly office rental payments, flow through payments to partner agencies.
- Reconcile all applicable payable and receivables.
- Process monthly Trustee transactions and support front-line staff with Trusteeships.
- Coordinate signing and distribution of all agency cheques.
- Assist Finance and Information Systems workgroup with month end reporting and reconciliations.
- Assists with the collection, collation and preparation of statistical performance indicators. Assist with analysis of statistical data.
- Other accounting, financial and administrative support as required to Agency and Board of Directors.

### **Job Requirements**

- Successful completion of a university undergraduate degree or community college diploma in Financial Accounting

- 2 -3 years of employment experience in a relevant field including experience in not-for-profit setting
- Canadian Payroll Association certifications or working toward CPA certifications is an asset
- Demonstrated proficiency in Microsoft Office
- Well-developed professional skills in written and verbal communication and organizational skills.
- Working knowledge of Human Resources and Payroll processing
- Self-managed, demonstrated initiative, ability to productively multi-task and meet expected deadlines with desired results
- Experience using GP Dynamics and Quadrant Workforce is advantageous
- Certified in the following safety courses: Safety Care, First Aid/ CPR, and Safe Talk would be considered an asset
- Satisfactory Vulnerable Sector Screening (Police Check)
- Access to a reliable personal vehicle
- Current valid class 'G' driver's license
- Bilingualism would be an asset

CMHA Niagara is a culturally competent organization and is committed to building an inclusive community that respects the dignity and independence of candidates with multicultural and diverse backgrounds, multilingual abilities, and experience with the LGBTQ2 community. Candidates with a multicultural and/or diverse background would be considered an asset.

CMHA Niagara is committed to providing accommodation for persons with disabilities. Please see the AODA section of our website at, [www.cmhaniagara.ca](http://www.cmhaniagara.ca) for further details or contact our Human Resources department for any information in an alternate format.

*If you are interested in applying for this position, it is your responsibility to ensure your application is received by Human Resources no later than 4:00 p.m. on July 26, 2021.*

Email: [hr@cmhaniagara.ca](mailto:hr@cmhaniagara.ca)

Please insert **#80 Accounting Clerk and your full name** into the subject line when emailing.

#### ***Our Mission***

*Our purpose is to strengthen mental wellness in the Niagara community.*

#### ***Our Vision***

*A Niagara where mental health is recognized, supported and optimized.*

#### ***Our Values***

*Service      Respect      Integrity      Teamwork      Competency*