



Job Title: Accounting Administrator

Contract

Location: Northern Office, Aundeck Omni Kaning First Nation (partial WFH)

Compensation: Based on experience and qualifications

Closing Date: January 5, 2021

The Accounting Administrator will oversee ITO's financial data and compliance by maintaining accurate books on accounts payable and receivable, payroll, and daily financial entries and reconciliations. They will perform daily, weekly, and monthly accounting tasks such as monthly financial reporting, general ledger entries, and record payments and adjustments. Additionally, the Accounting Administrator will assist with budgets and customized reports for our funding partners, as well as ensure we are well organized with proper documentation and filing systems. The Accounting Administrator may be required to fulfill other general administrative duties to ensure the smooth running of the office.

Responsibilities

- Record day to day financial transactions and complete the posting process.
- Monitor financial transactions and reports.
- Entering EFT payments for authorization, including payroll and AP
- Assist in preparing budgets
- Assist in shaping internal systems and processes to maintain a high level of organization
- Prepare financial reports for Sr Management and BOD
- Updating ledgers, researching and resolving discrepancies.
- Posting financial transactions in databases
- Assist in funder reporting and claims
- Ensuring accounting system is kept up to date on a weekly basis
- Process payables for the 1st / 15th of the month
- Process accounts receivable monthly
- Prepare monthly AP/AR reports – due within 5 days of month end
- Reconcile sales taxes, payroll taxes, and bank accounts at the end of each month.
- Monthly finance review meeting with Sr Management (first week of each month)
- Lead audit preparation processes, ensure ITO is audit-ready on a monthly basis
- Ability to work with contracted accounting firms on an as-needed basis
- Prepare tax filings
- Data entry as needed
- Other administrative duties as required

Qualifications

- Bachelor's degree in accounting, finance, or related field or equivalent experience
- Extensive knowledge of QuickBooks and/or other accounting software

- Excellent organizational skills
- Strong communication skills
- Strong attention to detail
- Experience working with a non-profit organization and CPA designation are assets

Diversity and Inclusion

Indigenous Tourism Ontario (ITO) is committed to increasing representation and diversity in our workplace. We have signed on to the [50-30 Challenge](#) whose goals are gender parity and significant representation of other under-represented groups.

ITO works to improve the socio-economic status of Indigenous Peoples through tourism including providing employment opportunities throughout the industry and within our organization. Diversity at ITO means fostering a workplace in which individual differences are recognized, appreciated, respected, and responded to in ways that fully develop and utilize each person's talents and strengths.