

## Employment Opportunity

---

Title: **Accounting Assistant**  
Organization: **Equitas – International Centre for Human Rights Education**  
Location: Montreal, Canada  
Full time, 12 month contract, with the possibility of renewal  
Status: 35 hours/per week

**Application deadline: Wednesday, July 25, 2018**

Start date: August 3rd, 2018

Salary range: \$39,000 to \$42000

---

**Equitas – International Centre for Human Rights Education** ([www.equitas.org](http://www.equitas.org)) is seeking a full-time **Accounting Assistant** to support maintaining the accounting books and financial records of Equitas. The Accounting Assistant provides support to enable effective financial management, financial reporting and analyses for the organization.

### **Tasks and main responsibilities:**

Reporting to the Financial Controller, the Accounting Assistant is responsible for:

#### **Accounts Payable**

- Process accounts payable; ensure purchases are properly approved, review invoices for accuracy, process payment of invoices
- Process wire transfer requests
- Prepare and distribute cheques
- Maintain and update the general ledger and sales journal
- Review staff expenses reports and ensure that they meet the guidelines laid out in Equitas' Travel Policy

#### **Accounts Receivable**

- Record sales, cash receipts
- Track volunteer time and other in-kind contributions
- Maintain accurate records of donations received
- Deposit cheques and cash received at the bank

#### **Financial Administration**

- Maintain the Finance filing system
- Maintain petty cash and prepare reconciliations and reimbursements as necessary
- Perform other administrative duties as required

## **Qualifications**

### **Skills and experience:**

- DEC or Bachelor's degree in an Accounting/Finance.
- Minimum 2 years experience in Accounting/Finance
- Knowledge of accounting software SAGE
- Advanced Excel knowledge
- Excellent attention to detail and good organizational skills
- Bilingual (English/French)

### **Other considerations:**

- Interpersonal skills: tact, diplomacy, and discretion.
- Demonstrated initiative and judgment; ability to solve problems.
- Ability to work independently and within a team.
- Good organizational and planning ability, capacity to respect deadlines.
- Commitment to Equitas mission and values.
- **Applicants must have the right to work in Canada**

**Language Requirements:** Ability to communicate, speaking and writing skills, in both official languages (English and French)

For further information about Equitas consult our website at [www.equitas.org](http://www.equitas.org). Equitas is committed to employment equity and encourages applications from Indigenous peoples, visible minorities, people with disabilities, and people of all sexual orientations and gender identities. Equitas offers a competitive salary and benefits in the NGO sector.

Equitas thanks all applicants for their interest. However, only applicants selected for an interview will be contacted.

Please **send 1 attachment** (cover letter and C.V.) with **your name and Accounting Assistant** in the subject line by **Wednesday, July 25, 2018** to:

Catalina Lomanto  
clomanto@equitas.org