



JOB POSTING

Calgary Legal Guidance Accounting and Payroll Assistant

COMPANY OVERVIEW

Calgary Legal Guidance (CLG) is a charitable society established in 1972 to provide legal advice and assistance to low-income people in Calgary and area with family, criminal, immigration, civil, and other poverty law matters that are not covered by Legal Aid. Thousands of clients are assisted each year through evening clinics staffed by volunteer lawyers, with follow-up help and representation provided by the senior staff counsel, program lawyers, pro bono lawyers, articling students and, during the summer months, law students. CLG offers specific programs in the areas of family law/domestic violence, homelessness, seniors' issues, social benefits, and immigration.

THE ROLE

This is a position reporting to the Director of Finance & Operations to ensure daily financial operations are completed. The Accounting and Payroll Assistant performs data processing of accounting and payroll information, prepares payroll for review by the Director of Finance & Operations, and drafts financial reports for the Director of Finance & Operations. The Accounting and Payroll Assistant also supports the Operations and Communications Manager when available to do so.

PRIMARY FUNCTIONS AND ACCOUNTABILITIES

Accounting and Financial Reporting

- Maintain timely and accurate financial statements and reports that are appropriate for the users and in accordance with Accounting Standards for Not-for-Profit Organizations (ASNPO) for review by the Director of Finance & Operations
- Document and maintain complete and accurate supporting information for all financial transactions
- Reconcile bank and investment accounts for review by the Director of Finance & Operations
- Perform the bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable, deposits and payroll
- Filing of invoices and other supporting documentation

Payroll Responsibilities

- Complete all payroll tasks, including the data processing of benefits data and vacation requests to ensure that employees are paid in a timely and accurate manner
- Prepare source deduction remittances and the related analysis within required deadlines for review by the Director of Finance & Operations
- Prepare employee benefit remittances for review by the Director of Finance & Operations
- Complete initial preparation of Record of Employment forms, Employee Tax forms and other employment-related forms, when applicable for review by the Director of Finance & Operations
- Process and track vacation and time-off requests from staff
- Ensure payroll files are kept up-to-date

Finance, Budget & Forecast Responsibilities

- Maintain accurate historical budget and forecast preparation records
- Prepare regular monthly financial reports for the Director of Finance & Operations with initial analysis on variances in budget items
- Prepare regular monthly financial forecasts for the Director of Finance & Operations

Operations Responsibilities

- Support the Operations and Communications Manager with administrative tasks, including, but not limited to key fob and office key log maintenance, IT equipment log maintenance, personnel updates (phone list, door codes, printer setup etc.) when available to do so
- Member of the United Way committee
- Provide support for CLG event planning, schedule permitting
- Assist the Director of Finance & Operations with other tasks as required

THE CANDIDATE

The successful candidate must possess the following qualifications:

- Bookkeeping Certificate, Office Management Diploma, or equivalent certification from a recognized post-secondary institution
- 1 – 2 years accounting and payroll experience with a Not-for-profit organization
- Income tax training or experience would be an asset
- Familiarity or experience with Part III of the CPA Canada Accounting Handbook would be an asset
- An equivalent combination of training and experience may be considered

NOTE: Only education obtained from an accredited institution will be recognized as meeting the minimum qualifications.

REQUIRED COMPETENCIES

- Knowledge of Accounting Standards for Not-for-Profit Organizations (ASNPO)
- Advanced proficiency with MS Excel
- Proficiency in creating and formatting financial reports for stakeholders
- Proficiency in windows based software and other standard office technology
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts
- Proficiency with Canada Revenue Agency Payroll Laws, Regulations, Guidelines and Deadlines
- Ability to identify objectives, set priorities, organize and establish procedures
- Must possess strong interpersonal skills to establish and maintain effective working relationships internally and externally.
- Able to express ideas clearly and effectively, orally and written
- Excellent organizational / time management skills.
- Have a high standard of ethics and morals

WHAT WE OFFER

We serve a diverse population and therefore encourage applications from people with a diverse background. We seek to be inclusive and barrier free. CLG provides a healthy work-life balance that values the contribution of all staff. We provide a healthy, respectful and enjoyable work environment.

Please forward your resume and cover letter as a **single PDF document** by noon on Monday, April 16th, 2018; to the attention of Cameron Ferbey, Director of Finance & Operations via email at careers@clg.ab.ca.

We thank all applicants for their interest however, only those being considered for an interview will be contacted.