



JUNIOR STAFF ACCOUNTANT

About Yellow Brick House

Yellow Brick House is a leading provider of life-saving services to women, families and children who have experienced violence and abuse. We offer emergency shelter, individual, group and child counselling, legal support services, transitional housing support, and public education programs.

POSITION OVERVIEW

The Junior Accountant is responsible to assist with general bookkeeping and financial reporting of Yellow Brick House.

RESPONSIBILITIES

- Maintain financial records, including recording deposits and recurring expenses in the accounting system, reconciliation of bank accounts and fundraising reports, assist with preparation of annual budget and monthly and quarterly financial reports, preparation and filing of certain compliance reports, ensuring compliance with policies, and providing assistance to the external auditors;
- Processing of bi-weekly payroll;
- Provide support in the maintenance of certain HR and payroll information.
- Provide administrative and database management support to the Resource Development team, including processing of donations, preparing letters and tax receipts, updating donor records and letter templates, and preparing reports for mailings and analysis of the success of various fundraising campaigns;
- Provide back-up support for reception, including greeting visitors, receiving donations and other office administration responsibilities;
- Provide back-up support for administrative assistance to the Board of Directors.

Maintenance and Administration:

- Follow the duties and responsibilities specified under the Occupational Health & Safety Act Sections 28
- Ensure adherence to established safety, quality, compliance, and housekeeping standards and participate in the continuous improvement process
- Attends mandatory and development training as required
- Read, understand, and follow agency policies and procedures

Engagement

- Communicate fully and openly with supervision; keeping supervisor fully informed of relevant Board and staff member information
- Active positive participation in regular team meetings
- Maintain a positive approach and a professional manner at all times.
- Participates in internal/external committees as required
- Other duties as assigned.

PERFORMANCE MEASURES

- Payment /Payroll error rate
- Meet all Department goals and objectives.
- Meet all timelines as established on assigned projects and daily administration

QUALIFICATIONS REQUIRED

- Post-secondary education in an accredited institution in accounting, business, finance, or related field
- Working knowledge of application of Anti-Oppressive and Feminist frameworks
- A clear and current police vulnerable sector screening (VSS) is required by the successful candidate prior to hiring
- Availability for the occasional evening meeting

SKILLS REQUIRED

- Familiar and comfortable with technology-assisted platforms, specifically video conferencing using MS teams, Zoom, etc.
- Proficient in the use of Microsoft Excel, including Vlookups and pivot tables
- Experience with Payworks and Sage would be an asset
- Database Management

CORE COMPETENCIES

- Ability to work independently with minimum supervision, exercising good judgment and strong decision-making skills.
- High degree of diplomacy, discretion, maturity, judgement, and confidentiality Solid interpersonal skills
- Effective oral and written communication skills
- Proven ability to be well organized, self-motivated, goal oriented and take an initiative.
- Strong attention to detail

Yellow Brick House would like to thank all applicants for their interests; however only those selected for an interview will be contacted.

Yellow Brick House is an equal opportunity employer, and we will accommodate your needs under the Ontario Human Rights Code. Upon individual request, hiring processes will be modified to remove barriers to accommodate those with disabilities. Should any applicant require accommodation through the application, interview or selection processes, please contact the Human Resources Department for assistance.

Please be advised that in order to be eligible for employment at Yellow Brick House, all new hires must have received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by Health Canada (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series); AND have received the final dose of the COVID-19 vaccine at least 14 days prior to the hired employee's first date of employment. Medical exemptions or any other kind of requested exemption based upon the Yellow Brick House's obligations pursuant to the Ontario Human Rights Code will be considered on a case-by-case basis.

Please submit your resume to jobs@yellowbrickhouse.org