

## Accounting Officer

### Key Logistics Details

**Start date:** Immediate

**Contract length:** 1 year contract with a possibility to renew; 6-month probationary period

**Hours\*:** 40 hrs/wk (includes paid lunch hour)

***\*The position is fully remote & includes a 4 Day Work Week***

**Starting Salary:** \$53,000-\$64,000 depending on experience

**Where you'll be working:** This is a remote position with an option to work from our Montreal office.

#### **Benefits, Vacation, and Paid Time Off:**

- Group health insurance; monthly cellphone contribution; 2 weeks paid vacation per year and a paid winter holiday from December 25th-January 1st; 6 Wellness Days; 6 Sick Days
- \*This position sometimes requires a fluctuating work schedule, with periods of greater demands on time than others. Early morning, evening and weekend work may sometimes be required

#### **Important Notes:**

- Applications will be accepted on a rolling basis. Position will be posted until filled.
- **Interview Dates:** Interviews will begin October 17th , 2023, and onwards. \*Only those chosen for interviews will be contacted. We thank all who have taken the time to apply.
- **To apply:** Send your CV and Cover Letter to: [workwithus@inpath.ca](mailto:workwithus@inpath.ca)
- Name your CV and Letter (in PDF) like this: Accounting Officer\_Last name\_First name.
- Write the subject line of your email so that it corresponds with the name of your PDF.

**\*If you have any problems filling out the form or have questions about the process, please email [workwithus@inpath.ca](mailto:workwithus@inpath.ca).**

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## Your day-to-day tasks will include:

Reporting to the Finance Director, the Accounting Officer manages the day-to-day operation of the Finance department including but not limited to:

- Accounts payable processing
- Accounts receivable processing
- Banking
- Payroll
- Account reconciliation

In addition, the Accounting Officer provides support to the Finance Director with month-end, year-end, grant reporting and budgets on an as needed basis.

## Accounts Payable:

Processing all accounts payable transactions:

- Enter supplier and contractor invoices into the financial system
- Employee/staff reimbursements
- Ensure compliance with inPath internal controls for approvals and documentation
- Maintain consistency with account codes and programs
- Enter payments into financial and banking systems
- Monitor timing of payments

## Accounts Receivable:

Processing of accounts receivable transactions:

- Entering invoices for grants/donations as required with direction from operations or Director of Finance
- Monitoring and collection of receipts
- Monitor collection

## Banking:

- Monitor bank accounts for payments and deposits
- Perform monthly bank reconciliation process ensuring all transactions are processed
- Report any unknown banking transactions

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## Payroll:

- Generate and process payroll on bi-weekly basis adhering to inPath guidelines including record of employment and taxable benefits
- Ensure payroll systems is updated with respect to employees, salaries and seniority
- Liaison with employees
- Ensure remittance source deductions and other regulatory payments as per federal and provincial legislation
- Execute payroll year end ensuring all statutory filings completed including but not limited to CRA T4 and Quebec REV1 and payroll summaries
- Ensure all payments made to government agencies including but not limited to CNESST, WCB, provincial employer health tax and garnishee
- Year end filing for all provincial WCB accounts and CNESST
- Reconciliation of vacation pay accrual to general ledger

## Account Reconciliation:

Reconciliation on monthly basis to general ledger including but not limited to key accounts:

- Reconciliation of vacation pay accrual to general ledger
- Accounts receivable
- Accounts payable
- Bank accounts
- Deferred revenue and revenue recognition

## Tax Filing

- Monthly tax filings GST, QST and provincial tax
- Ensure tax accounts reconcile to general ledger and posting of applicable journal entries

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## About You (your skills and qualities):

The following skills and qualities will help you thrive in this role:

- You have knowledge of history and current realities of Indigenous Peoples across Canada
- You're experienced in working with Indigenous people in a culturally safe manner
- You are comfortable working autonomously and in highly collaborative settings
- You approach tasks in an organized, detail-oriented manner with excellent time-management skills
- You're comfortable with creative problem solving
- You're able to give and receive critical feedback in an open, generative way
- You value the work environment as a space of connectivity and respect.

## Qualifications for this position:

- A post-secondary diploma/degree in business, economics, finance, or related field or better than equivalent work experience, at least 2 years' experience in a similar role
- You're experienced in working with Indigenous people in a culturally safe manner
- Experience with payroll and payroll software
- Understanding of accounting cycle, month-end, and year-end processes
- Proficiency with Microsoft Office (Word, Excel) Google Drive (Docs, Sheets) and QuickBooks Accounting Software, Salesforce.
- Ability to problem solve and plan around risk and contingency.

## Additional Skills:

- Knowledge of the history / current realities of Indigenous Peoples in Quebec and across Canada
- Bilingualism (French, English and Indigenous languages) Accounting Software, Salesforce.
- Comfort with fluctuating timelines and varying intensity of workloads.

## About Us:

We are a learning organization that designs and delivers arts-based programs alongside Indigenous youth. We are based in Montreal but our programs are delivered from coast to coast. We're rooted in a start-up culture—we've grown quickly, from the ground up, in just over five years. We value emergence and flexibility. Our commitment to systems change through the arts means that we think creatively, value curiosity, and are not satisfied with the status-quo. We are committed to transforming oppressive processes and systems in order to create a world where creative learning encourages curiosity, promotes agency, and helps people feel connected to a community.

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## Our Work Culture & Norms:

Working as part of the [inPath team](#) means joining a group of 20+ employees committed to learning and creativity. It also means joining a network of [40+ artists](#) and 500+ youth who are building strength-based narratives through creativity. Our work environment is:

- Hierarchical, support-based, and highly collaborative
- Primarily English-speaking
- Fast-paced, dynamic, and nimble
- Guided by collectively developed group norms and agreements that focus on well-being
- A mix of in-person and remote team. Our office space is in St. Henri, a charming neighbourhood in the south west of Montreal. Our team is primarily remote right now and we are interested in setting up a work opportunity that meets your needs. We also offer some flexibility in work hours.

## Our Team is Committed to:

- Learning and professional development. We are a young social purpose organization that encourages intrapreneurship and intentional, innovative thinking.
- Caring, reciprocal relationships
- Un/learning our colonial history and present-day systems of oppression
- Our vision, mission and values as lived in the day-to-day
- Anti-oppression and anti-racism practices and pedagogies
- Systems change in education and learning from the inside out
- Collaborative work and creative problem solving
- An open, generative approach to giving and receiving feedback

### Accessibility:

Our team is working remotely until further notice, with an option to work from the office. Our building is not wheelchair accessible. As we are in a shared building, we cannot guarantee a scent-free space, although our specific office has a scent-free policy. If you have specific questions relating to accessibility, please email [workwithus@inpath.ca](mailto:workwithus@inpath.ca).

### A Note on Employment Equity:

We value the contributions individuals who identify as members of marginalized communities bring to our organization. We encourage, among others, Black, Indigenous people, and People of Colour, people with disabilities, people that identify as 2SLGBTQI, women, formerly incarcerated or institutionalized people, immigrants, and people from working-class backgrounds to apply. We understand applicants may experience a number of these identities simultaneously in ways that reinforce and nuance their experience. We are committed to creating an organization that is as diverse as the communities we serve.

**If you would like to be considered for employment equity, you can let us know in your application form and it is not required that you explain why you would like to be considered.**