



EMPLOYMENT OPPORTUNITY

Do you pride yourself on making a difference in the lives of others? The Oakville & Milton Humane Society is a registered charity that is committed to protecting and caring for animals. We are now accepting resumes for:

FINANCE ASSISTANT (Part- Time 20 hours/week)

The Finance Assistant role is an integral part of the Executive department. Reporting to the Finance Manager, you will work closely with other Team Members responsible for achieving the tasks as set by the OMHS. Key Responsibilities include but are not limited to:

- Preparing and inputting payroll on a bi-weekly basis utilizing Ceridian, including hourly and salaried staff
- Accounts payable processing and inputting
- Accounts receivable processing, inputting, and managing collections
- Prepare invoicing and perform monthly follow up & collections
- Input & reconcile daily and monthly receipts (*POS, Gift Tool, etc.*)
- Account reconciliations and analysis
- Assist in budget, forecasting and year-end activities
- Other duties as may be required

Qualifications and Experience:

- Education: College diploma in accounting, finance, business; or 3+ years of relevant work experience
- Proficiency in standard software including Quickbooks, Excel, and Ceridian payroll systems
- Knowledge of accepted accounting rules, practices, tax laws and reporting requirements
- Experience in completing bank reconciliations

Skills:

- Strong communication, organizational and teamwork skills
- Excellent interpersonal and problem solving skills
- Strong analytical and business sense
- Demonstrated ability to work with diverse groups of people
- Demonstrated diplomacy, tact and discretion
- Flexible and adaptable approach to changing situations
- Demonstrated ability to work independently but consults with Manager as necessary
- Proficient in Microsoft Office suite of products

Interested applicants please submit a cover letter with resume to;

**Manager, Finance, no later than January 22, 2021 at
execcareers@omhs.ca**

Commitment to Diversity and Accessibility:

OMHS is an equal opportunity employer. We welcome diversity in the workplace and encourage applications from all qualified candidates including men, women, members of visible minorities, persons with disabilities, and Aboriginal peoples.

OMHS is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity, please advise the Executive Director in a timely fashion of any accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

We thank all applicants for their interest in joining OMHS. Given the volume of applications received, we request that you do not follow up your application with a phone call. We will contact only those candidates selected for an interview and thank you for your understanding.