

## Accounting Assistant (Summer Student Position)

### Kids Cancer Care

The Kids Cancer Care Foundation of Alberta is passionately dedicated to helping young people affected by cancer and their families survive and thrive in body, mind, and spirit. With a vision of providing *a cure for every child and care for every family*, Kids Cancer Care strives to end childhood cancer, while easing the pain and suffering of the disease through three essential program areas: 1. Camp and Outreach; 2. Research and Hospital; and 3. Education Support and Scholarships.

At Kids Cancer Care, we consider it an honour and privilege to do the work we do. We get to help deserving children and families and we get to see our community at its finest — volunteering, donating, hosting fundraisers, and helping others.

We love our work and the children and families we serve. We take our jobs seriously but don't take ourselves too seriously. We pride ourselves on having a fun, vibrant, and sometimes quirky team that works, laughs, cries, eats, plays, and celebrates together.

We value different perspectives and innovative thinking. We like to surround ourselves with creative, kind and passionate people and we encourage all qualified persons of any ability, gender, ethnic background or origin to apply.

### Employment Opportunity

This is a full-time (37.5 hours per week), 17-week, summer student position reporting to the Chief Financial Officer. The Accounting Assistant will work closely with the Finance and Administration Team assisting with financial record keeping, including accounts payable, payroll, journal entries, reconciliations, gift processing, and special projects.

The position is suitable for a full-time post-secondary accounting or business student intending to return to their studies on a full-time basis in the fall. The ideal candidate is organized and efficient, can handle multiple priorities and deadlines, works well with others, and has a strong desire to learn. The Chief Financial Officer is committed to mentorship and providing a rich learning and work experience from which the student can gain valuable skills.

### Key Responsibilities

#### Accounts payable

- Review invoices for accuracy and appropriate coding
- Enter and scan invoices into the finance system
- Documentation of updated processes and procedures with the transition to new finance system

#### Payroll

- Assist with review and entry of timesheets for bi-weekly payroll, payroll journal entries
- Assist with transitioning Human Resources employee files to an online platform

#### General

- Gift processing of donations
- Assist with import processes, reconciliations, and reports
- Assist with monthly credit card statements, receipts, and reconciliations
- Reconcile general ledger accounts
- Assist with month-end, including reconciliations and statement preparation
- Update summaries and prepare ad hoc reports as required
- Assist with the records retention and document management project
- Other duties as assigned

#### Education and Qualifications

- Enrolled in accounting, business or other post-secondary degree
- Understanding of Generally Accepted Accounting Principles
- Strong computer skills including proficiency with MS Office
- Experience with accounting and payroll systems is considered an asset
- Relevant charitable sector experience is considered an asset

#### Other Requirements

- Applicant must meet the requirements of the Canada Summer Jobs funding program
- Mature, flexible, well-organized individual with strong attention to detail
- Self-motivated and results orientated
- Demonstrated research, problem solving and analytical skills
- Excellent written and oral communication skills
- Ability to manage multiple priorities and deadlines, with strong attention to detail
- Ability to work in both a team environment and independently
- Proven work ethic and utmost integrity
- Ability to handle confidential information in an ethical and professional manner
- Excellent time management skills
- Solid understanding of financial and accounting principles
- Valid Alberta Driver's Licence and reliable transportation
- Police and vulnerable sectors check required

**Wage Rate \$16.50 per hour**

#### Closing Date

The application deadline is April 28, 2023.

#### Applications

Please send a cover letter and resume to [hr@kidscancercare.ab.ca](mailto:hr@kidscancercare.ab.ca). Please note 'Accounting Assistant' in the subject line of your email.

*Note: We prefer to receive applications by email. We are grateful to everyone who applies, but only candidates selected for interview will be notified.*