



**Employment Opportunity
Part-time Financial Administrator
(20 hours/week)
Contract Position
Position open until suitable candidate is found**

About the position:

Under the direction of the Controller, the Financial Administrator will be responsible for but not limited to the performance of a variety of financial related duties. Duties will include: filing, reconciling accounts payable and receivable, payroll, purchase orders, cheques, cheque requisitions, invoices and bank statements. Duties will also entail the performance of related clerical duties such as word processing, maintaining a filing and records system, faxing and photocopying.

Scope of Duties and Responsibilities:

- Receive and verify invoices and requisitions for goods and services
- Review all invoices for appropriate documentation and approval prior to payment
- Data entry of invoices for payment into Sage 50
- Audit and process credit card bills
- Manage the weekly cheque run and prepare vendor cheques for mailing
- Reconcile processed work by verifying entries and comparing system reports to balances.
- Collect, compile and enter payroll data and coordinate payroll preparation
- Review and verify source documents related to payroll
- Verify pay amounts, hours of work, mileage claims amounts, expense reimbursements amounts, etc.
- Ensure the confidentiality and security of all financial and employee files
- Reconcile payroll entries and amounts upon receipt of payroll register from ADP
- Assist the Controller in recording bank transactions needed for bank reconciliation
- Perform other related duties as required

The duties and responsibilities outlined above are representative but not all inclusive. Other related duties as required.

Qualifications and Requirements

- + Degree or diploma in Accounting, Finance or a related discipline
- + Payroll Compliance designation is an asset
- + 1-2 years of accounting experience.
- + Strong organizational skills and high attention to detail
- + Strong Microsoft Office and Excel skills
- + Experience with Simply Accounting (Sage 50) and ADP workforce Now is an asset
- + Ability to maintain confidentiality and exercise extreme discretion

Please **submit** your resume and cover letter. We thank all candidates who apply. Only those selected for an interview will be contacted. The Calgary Bridge Foundation for Youth provides equal employment opportunity and encourages applications from all qualified individual. Visit our website at www.cbfy.ca

No phone calls please.