

**JOB POSTING:
Accounting Assistant
Part-time Position**



**Canadian
Franchise
Association®**

Growing Together

The Canadian Franchise Association (CFA) is a national business association serving the needs of the franchise community. Our purpose is to help everyday Canadians realize the dream of building their own business through the power and opportunity of franchising. We achieve this by amplifying the power and opportunity of franchising through advocating on issues that impact franchising; connecting people with opportunities; and delivering best-in-class learning opportunities that make franchising stronger.

We are seeking for a detail-oriented accounting assistant to join our finance team. Reporting to the Director, Finance and Administration and responsible for providing direct support in all transactional aspects of the day-to-day, full cycle accounting and reporting activities.

This position requires a high degree of interaction and cooperation with other departments.

The Accounting Assistant is responsible for the day-to-day accounting of the Canadian Franchise Association and various administration duties.

Duties & Responsibilities:

The Accounting Assistant is responsible for the day-to-day accounting of the Canadian Franchise Association and various administration duties.

Accounting

- Responsible for the full cycle of accounting.
- Prepare weekly credit card reconciliations.
- Perform month end closing activities, reporting and accounts reconciliations.
- Perform monthly bank reconciliation and maintain accounting ledgers by posting account transactions.
- Assist with timely submission of monthly and annual financial statements.
- Prepare periodic GST/HST/PST/QST, and other sales tax filling.
- Assist the Director of Finance and Administration in annual budget preparations.
- Assist in preparation of the annual external audit.
- Assist with ad-hoc reporting and special projects, as requested.
- Identify and implement process improvement opportunities, where applicable.
- Working cross-functionally with other departments to ensure proper accounting and process, tax and compliance requirements are met and provide data to internal and external parties, as appropriate.

- **Accounts Payable**
 - Communicate directly with vendors
 - Responsible for processing all vendor invoices
 - Verification of pricing and bill processing with staff/management

- **Accounts Receivable**

Oversight and assist with maintenance of receivables

 - Invoicing, create credit notes
 - Daily record of deposits, payments, and transfers in QuickBooks
 - Issue sales receipt as required
 - Prepare weekly A/R reconciliation and follow-up

- **Payroll**
 - Bi-weekly payroll through Wagepoint
 - Issue ROE
 - Calculation of WSIB remittances
 - Preparation of EHT return
 - Calculation of Payroll deduction and remittances
 - Calculation of employee deductions, such as benefits

General & Administration

- Working with all departments to ensure they are regularly and effectively using QuickBooks Online and Dext
- Working with the Member Programs Administrator to ensure membership-related payment plans are up to date
- Interact with members
- Attend and assist at CFA events as required (some evenings and weekends)
- Assist in special projects and other tasks as assigned by Director of Finance and Administration
- Other duties as assigned

Qualification Requirements:

- Proven experience as an Accounting Assistant or similar role with 5 years experience
- College diploma or university degree in Finance and/or Accounting
- Tech-savvy with working knowledge of a suite of office software (e.g., MS Excel, QuickBooks Online, Stripe, Shopify, Swoogo, Dext, Payroll system, SalesForce or similar CRM, etc.)
- Must possess a strong attention to detail with the ability with minimal supervision
- High level of critical and logical thinking, analysis, problem solving
- Excellent communication, interpersonal and organizational skills
- Ability to work under pressure, tight deadline
- Not for profit experience is an asset
- Bilingual (French preferred)
- A valid driver's license and access to a vehicle is required
- Travel is required across Canada

This a part-time position

The position requires daily regular work hours but may also require the individual to work extended hours and weekends, as required

Proof of full vaccination against COVID-19 is required upon hire
Must be legally eligible to work in Canada

The CFA office is located in Toronto on the Mississauga/Toronto border near Pearson International Airport, with access by highway and public transit (Mississauga and Toronto) Free parking

The CFA works in a hybrid office model with the requirement of working in the office as well as remotely on a regular schedule. Candidates must be prepared to work remotely and / or within the office on a schedule determined by the CFA. The CFA reserves the right to alter the schedule at any time

***PLEASE NOTE:**

- *The Job Description is a consolidated list of core duties and functions and will be adjusted from time-to-time events, programs, and services are added or removed. Other duties and responsibilities will be assigned, as necessary. This role is subject to change, based upon the needs of the CFA, and its members.*

To apply for this position, please forward your resume and cover letter, stating salary expectations to the department head and hiring manager:

Naz Nazari, Director, Finance and Administration, at nnazari@cfa.ca

No phone calls, please.

Deadline for Submissions: **December 31, 2021**

For more information about the Canadian Franchise Association,
Visit: cfa.ca | franchisecanada.online

We thank all candidates for their interest, however, only those being considered will be contacted.
Candidates may be asked to complete aptitude and skill tests

The Canadian Franchise Association (CFA) is committed to a fair and inclusive work environment and seek talent with diversity of life experiences and perspectives. We are an equal opportunity employer that hires talent regardless of age, race, creed, colour, religion, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, status as a protected veteran or any other legally protected grounds and will not discriminate on these bases.