

Job Opening: Accounting Coordinator

About this opportunity

Actua is Canada's leading science, technology, engineering, and mathematics (STEM) outreach organization, preparing youth to be innovators and leaders by engaging them in exciting and accessible experiences that build critical skills and confidence. We focus on engaging the hardest-to-reach youth in Canada ensuring they have the opportunity to develop essential STEM skills. Actua represents and supports a network of 43 members located at universities and colleges across Canada and provides this network with resources, funding, and advocacy at the national level. As a national charity, Actua is governed by an outstanding Board of Directors.

Actua is actively seeking a detail-oriented **Accounting Coordinator** to join our team. In this crucial role, you will support the organization by overseeing day-to-day accounting operations, ensuring accuracy in financial records, reconciling accounts, processing invoices, and assisting with financial reporting. Based in Ottawa's vibrant Byward Market, this in-office position presents an exciting opportunity to directly contribute to Actua's mission and goals.

About you

You are a dedicated and process-oriented individual who is incredibly comfortable managing spreadsheets and using QuickBooks accounting platform. With experience in full-cycle accounting, including accounts payable, accounts receivable, payroll, and cash flow management, you bring valuable expertise to the table

You possess a solid understanding of financial principles, impeccable organizational abilities, and a passion for non-profit work. You find excitement in collaborating with other teams to generate accurate financial data, driving success throughout the organization.

What you'll do :

- **Accounts Payable:** You will manage the end-to-end process of Actua's vendor payments. This involves efficiently processing and entering invoices in QuickBooks, generating bank payments and issuing cheques, and maintaining communication with vendors regarding payment statuses. You will also collaborate with cardholders to reconcile corporate credit card transactions monthly and provide assistance to staff with expense claim submissions.
- **Journal Entries:** Your responsibility will be to accurately record and maintain up-to-date financial transactions, encompassing accounts receivable, payroll, and general ledger entries. You will assist with the payroll process monthly, including collecting data from timesheets and creating journal entries to allocate staff time

to the appropriate projects. Your understanding of confidentiality and discretion ensures the secure handling of sensitive payroll information.

- **Audit Preparation:** You will contribute to the preparation of documents and reports for Actua's annual audit as well as smaller project audits throughout the year. You will support in implementing recommendations from audit findings to enhance financial operations and mitigate risks. You will also continuously monitor compliance with financial policies and procedures to proactively address any potential issues.
- **Banking and Reconciliation:** Monthly reconciliation of bank statements and financial accounts will be part of your routine, ensuring accuracy and completeness. Your expertise will extend to investigating discrepancies across all company accounts, including corporate credit cards.
- **Financial Policies and Procedures:** You will support the development and implementation of financial policies and procedures. Staying up-to-date with financial regulation and non-profit accounting principles allows you to provide guidance on best practices in non-profit financial management.
- **Reporting and Analysis:** You will maintain all required financial documentation and support the preparation of tailored financial reports and statements for Actua's stakeholders, such as board members, executive leadership, and funders. Your role will involve monitoring and analyzing financial data to identify trends, risks, and opportunities, while also fulfilling other essential tasks related to funding and regulatory requirements.

Qualifications

- Minimum of 2 years of practical experience in an accounting or finance role, demonstrating a solid foundation in financial operations and processes
- Completion of an accounting or bookkeeping degree/diploma or actively working toward one
- Proficiency with QuickBooks software is required, with a preference for experience using the desktop version.
- Prior experience working in a non-profit environment is preferred or an understanding of the unique financial considerations and compliance requirements in the non-profit sector.
- You are comfortable and confident working carefully and accurately on tight deadlines
- You are a great team player with a strong commitment to equitable and inclusive values, recognizing the value of diversity and fostering an inclusive work environment.
- You have a self-starter mentality with a proactive approach to tasks and projects. You take initiative, readily exploring new concepts and independently acquiring new skills to enhance your performance.
- You have exceptional attention to detail and an unwavering dedication to producing work of the highest quality. Your meticulousness ensures accuracy in financial data and reports, contributing to the overall integrity of financial operations.

Why work with us:

In this role, you will have the opportunity to make a national impact by joining one of Canada's leading organizations unlocking the infinite potential of youth through STEM. In addition to a competitive salary, you will have access to health and dental benefits, plus RRSP matching. Actua has a solid reputation and continues to grow based on our exceptional work. The role is based in our Ottawa office, centrally located in the Byward Market. For more information about us, please visit www.actua.ca.

Are you interested? Let's make it work

Please submit your cover letter and resume as a single PDF document on the Actua employment page. Please note that while we appreciate all applications, only those candidates selected for an interview will be contacted.

Please note that only applications with cover letters will be considered.

Actua is an equal-opportunity employer and is committed to accessible employment practices. If you require accommodation for any part of the selection process, please notify us and we will work with you to meet your needs. Applications will be reviewed as submitted. We will take the necessary time to find a suitable candidate and consider all applications.

We're committed to inclusion and accessibility.

At **Actua**, we celebrate openness, diversity, and inclusion to enrich our work! We wholeheartedly encourage applicants from all backgrounds to apply! We welcome those who would contribute to the further diversification of our organization including, but not limited to: women; racial or ethnic minorities; First Nations, Inuit, and Métis peoples; persons with disabilities; and 2SLGBTQI+ communities. We are committed to providing accessible accommodations throughout the selection process. Our recruitment team is here to support candidates with any inquiries regarding virtual interviewing, onboarding, work arrangements, accessibility, and locations.

We're up to inspiring things! Be part of something incredible.