Accounting Administrator

**About Us:** Girl Guides of Canada – Guides du Canada (GGC) provides a safe, all-girl environment that invites girls to challenge themselves, to find their voice, meet new friends, have fun and make a difference in the world. GGC strives to ensure that girls and women from all walks of life, identities and lived experiences feel a sense of belonging and can fully participate. Girl Guides is an organization with over 100 years of history and a strong and growing future.

Girl Guides Nova Scotia Council has an opening that will provide the opportunity to apply your excellent financial and bookkeeping expertise in a setting that offers collaborative teamwork, challenges and innovative thinking. Maintaining an up to date accurate and balanced General Ledger, compiling financial statements and reports, reconciling accounts with statements according to standard procedures, completing Bank Reconciliations, maintain Accounts Payable and Accounts Receivable records, preparing monthly HST rebate claims and payables, assisting in the preparation of the annual budget, supporting the annual financial audit by providing necessary documentation, analysis and reconciliations to the auditor, processing Donation receipts and preparing operational cash flow projections when required.

Completion of an Accounting program from a recognized Community College or University or previous experience in Accounting. You must be proficient in Microsoft Office 365 and Accpac/Sage 300 software. You will also possess excellent organizational, analytical and problem-solving skills. The ability to manage fluctuations in workflow while maintaining accuracy and meeting service level objectives is required. The ability to scrutinize and reconcile financial information and to detect and resolve discrepancies, along with the ability to react and adjust positively to changes in work environment and in policies and procedures are considered assets.

This is a Contract position, located in Halifax NS from January 2, 2019 – December 15, 2019. Weekly hours ranging from 28 – 35 hours per week, depending on workload. The incumbent must be available for work during peak periods of the Guiding cycle and participate in ongoing training as requested. Salary Range $15- $17 hourly.

If you are excited to work in a youth focused diverse organization, have excellent interpersonal skills and relationship building skills, strong problem-solving skills with superior attention to detail and accuracy with the ability to multi-task, and have excellent verbal and written communication skills then please consider bringing your skills and talents to the Girl Guides of Canada.

Submit a cover letter and resume (as one file) by Oct 30, 2018to:

Miriam MacDonald, Office Manager

Girl Guides of Canada–Guides du Canada

3581 Dutch Village Rd, Halifax, NS B3J 2S9 E-mail [office.manager@girlguides.ns.ca](mailto:office.manager@girlguides.ns.ca)

Girl Guides of Canada–Guides du Canada (GGC) recognizes and values the richness of human diversity in its many forms, and therefore strives to ensure environments where girls and women from all walks of life, identities, and lived experiences feel a sense of belonging and can participate fully. This commitment to inclusion means our culture, programming, and practices encourage self-awareness and awareness of others; room for difference; and environments where girls and women feel safe, respected, supported, and inspired to reach their potential.

We thank all candidates for their interest. Only those selected for an interview will be contacted.

Upon request, Girl Guides of Canada–Guides du Canada will make available reasonable accommodations for persons with disabilities during the recruitment process. Accommodation requests should be made in advance to the Office Manager (email above).