

## GENERAL ACCOUNTANT

### Position Overview

The General Accountant is responsible for the general monthly accounting aspects and the processing all the receipts that come in as cash or cheque, handling the preparation of the tax receipts and as well as managing the EHS Visa card.

### Duties and Responsibilities

- Process tax receipts on a timely manner in QuickBooks and send out to donors via email or Canada Post
- Be the Go To person on questions about donations and tax receipts, including Canada Helps as it relates to donor data and tax receipts
- Ensure revenue and fundraising activities are accurately coded and reported, analyzing against budget
- Update the recognition log for donations over \$250 for special recognitions
- Update membership log for new members and renewals
- Open external and internal locked mailboxes and hold 1 of the 2 keys necessary to open the cash box. Under dual control, log all receipts in the log file each.
- Prepare deposit book and take deposit to the bank
- Count month end cash left undeposited
- Manage the EHS Visa card by ensuring all approvals meet EHS authorization policy, processing the order on the various websites, reconciling and organizing the approval and invoice backups to the monthly Visa statement
- Prepare month end journal entries and account reconciliations
- Ensure appropriate forms for all donations are in place.
- Manage funds from adoptions and ensure appropriate forms are attached.
- Ensure timely distribution of tax receipts and thank you letters
- Prepare monthly journal entries as required.
- Prepare monthly account reconciliations.
- Adhere to internal controls

### Qualifications and Experiences Needed:

- Experience with QuickBooks Online, Excel, Word
- Strong analytical, organizational and interpersonal skills
- Ability to work with others

#### How to apply:

Send an email with your interest, reason for wanting to work with EHS and resume to the contact below. Please include "EHS General Accountant Application" in the subject line.

EHS HR Recruiter  
[HR.Recruiter@etobicokehumanesociety.com](mailto:HR.Recruiter@etobicokehumanesociety.com)