



Art Gallery of Mississauga | AGM Employment Opportunity | Accountant

Position: Accountant
Part time (4-6 hours per week)

Job Description

The AGM is seeking an experienced accountant who is self-motivated, highly organized, meticulous and practical, detail oriented and has familiarity in working with not for profits. The Accountant reports to the Director/Curator and is involved in the planning, delivery, and reporting phases of all AGM activities that feature a financial component. The position requires working with the Operations Manager, in all aspects of the AGM's budgetary processes. This is a part-time position based at the Gallery. We expect that the highest standard of professionalism is to be met in this position.

Responsibilities:

Provide comprehensive administrative support including:

- Assist the Director and Department heads with the preparation, management and implementation of the budget, and provide budgetary support for funding applications and reports.
- Perform essential office duties including accounting, bookkeeping, secretarial, payroll, personnel files, database management, audits, reports, financial statements, accounts, etc..
- Prepare cheques each week
- Process bi-weekly payroll
- Perform monthly bank reconciliations
- Responsible for the quarterly WSIB filings
- Responsible for the preparation of monthly reporting to the board of directors
- Assist with the preparation of annual budget
- Assist with grant reporting as necessary
- Prepare the annual charity return
- Assist with annual fundraising events
- Strong knowledge of fund accounting
- Working knowledge of QuickBooks

Requirements:

- Developed financial abilities and proven experience with the management of budgets.
- Highly developed organizational skills, and the ability to work under pressure with tight deadlines.
- Effective analytical skills.
- Computer/software skills with advanced knowledge of Microsoft Office and database software. Knowledge of Quick Books is essential.
- Time management and multi-tasking abilities
- Outstanding communication skills

- Familiarity with non-profit organizational systems would be considered an asset
- Mississauga based
- Police record check

Qualifications:

- Prior work experience is required totalling at least 3 years in Administrative Support (as administrative managers, administrative assistants, etc.).
- Experience with QuickBooks software and specific hands-on role in the accrual accounting function is a must.

Education:

Chartered Professional Accountant

Application must include:

- 1) A cover letter outlining your experience, interest and relevant skills as they relate to the not for profit world
- 2) A current CV
- 3) Names of two references with contact information.

Please submit all application documents as a single PDF to: agm.connect@mississauga.ca with "Application for Accountant" as subject line.