



Finance / Office Coordinator – Job Description

CCM is seeking a Finance/ Office Coordinator responsible for general finance & accounting functions, payroll and general office and administrative support duties. The following responsibilities below:

General Financial & Accounting Functions:

- Full cycle accounting (A/P, A/R & GL) up to preparation of financial statements.
- Perform accounting function using QuickBooks software.
- Responsible for the Accounts Payable function by performing duties such as:
 - Validating and ensuring approval of all invoices and expense claims.
 - Ensuring that established procurement guidelines are adhered to and ensuring approval from designated signing authorities.
 - Ensure timely and accurate processing and payment of approved invoices per agreed terms where applicable via online fund transfers or cheques where appropriate.
- Responsible for the Accounts Receivable function by invoicing, monitoring, receiving, and accounting of funds. Perform banking duties and deposits as needed.
- Balance sheet accounts reconciliation as needed.
- Monitoring and managing cashflow projections.
- Tracking and remittance or settlement of applicable taxes such as GST and/or PST.
- Assist with general ledger adjusting entries as needed.
- Assist with preparation of monthly financial statements for review by the CEO and Board Directors.
- Assist with budget management planning as needed.
- Overseeing and managing the credit card program.
- Assist with various grant applications and tracking and monitoring of donations and issuing of charitable tax receipts.
- Assist with preparation for the annual financial audit.

Payroll & Benefits Functions:

- Set up, on-board and maintain employee information in payroll and benefits system/programs (ADP software).
- Responsible for processing of payroll on a regular basis.
- Ensure remittance of all statutory and tax deductions to the government.
- Process year-end and periodic payroll requirements such as T4s and records of employment when needed.

General Office & Administrative Support Functions:

- Respond to inquiries from external parties and internal staff, promptly and professionally.

- Overseeing inventory of stationery, forms and office supplies.
- General support for office and building systems as needed.
- Other duties as assigned from time to time.

QUALIFICATIONS:

- Full cycle accounting or bookkeeping up to preparation of financial statements.
- Minimum three (3) years of related experience.
- Knowledge of full cycle accounting preferred.
- Working knowledge of QuickBooks and ADP software preferred.
- Enrolled in CPA Program an asset.
- Must be proficient with Microsoft Office – Excel, Word, Outlook/Email
- Attention to detail and the ability to prioritize.
- Self-starter with efficient time management and organizational skills.
- Strong communication skills and the ability to work well in a small collaborative team
- Highly adaptable to change management and work well under pressure
- Interest in art, history and culture an asset.
- This position is open until filled.

Please submit cover letter and resume to Secretariat@chinesecanadianmuseum.ca. Posting will be open until position is filled.