



Speech-Language &
Audiology Canada
Communicating care

FINANCIAL COORDINATOR

[Speech-Language & Audiology Canada \(SAC\)](#) is a national non-profit association that represents over 6,400 communication health professionals. We are currently seeking a dynamic and detail-oriented Financial Coordinator to join our team.

If you're looking for a part-time accounting position with a flexible work environment, this could be the perfect opportunity for you!

OVERVIEW OF THE POSITION

As SAC's Financial Coordinator, you will support the ongoing administration and financial functions of Speech-Language & Audiology Canada. Reporting to the Chief Financial Officer, you will be responsible for bookkeeping and helping with the day-to-day accounting reports and procedures.

KEY RESPONSIBILITIES

Accounting

- Responsible for accounts payable and receivable, including coding and batching, as well as entering and reconciling accounting documents using computer software programs
- Compiling data for budgets and reports
- Reconciling membership data with credit card receipts
- Overseeing credit card reconciliations
- Preparing monthly financial statements
- Maintaining financial records
- Working with auditors at year end
- Working on various ad hoc accounting projects, as needed
- Supporting other SAC staff, as required

Banking

- Recording bank transactions using the QuickBooks system.
- Reconciling bank accounts
- Preparing bank deposits

Additional Responsibilities

- Working on special projects, as assigned by the Chief Financial Officer
- Providing back-up administration support to the Members and Associates Coordinator, when assigned
- Providing assistance to the Manager of Professional Development for webinar registrations
- Ordering office supplies

EDUCATION & EXPERIENCE

- Completion of 1-2 years of post-secondary education in accounting/business administration
- Approximately 3-5 years of related experience, or an equivalent combination of education and experience
- Experience working with QuickBooks is a strong asset for this position
- Experience working in a medium (15-person) not-for-profit environment is also an asset

COMPETENCY REQUIREMENTS

- *Communication Skills*– Excellent English communication skills.
- *Organizational Skills*– Extremely well-organized and detail oriented. Ability to set priorities, work under pressure and meet firm deadlines.
- *Problem Solving*– Ability to develop and communicate solutions/responses to diverse problems/requests.
- *Initiative*– Displays a high level of initiative with the ability to recognize and anticipate what needs to be done.
- *Computer Skills* – Ability to work with a variety of finance software and tools, including QuickBooks, Moneris and other applications such as Windows, Word and Excel.
- *Interpersonal Skills* – Congenial personality with the ability to get along with many different types of people.
- *Sound Judgement* – Ability to respect strict confidentiality and work with discretion.

Bilingualism (English/French) is an asset for this position.

POSITION TYPE

- Permanent
- Part-time (approximately 21 hours a week)

SPECIAL CONDITIONS

The work within the scope of this position allows for a flexible work schedule. **This position is based in our Ottawa office.**

HOW TO APPLY

If you think your personality, skills, education and experience make you the person for the job, we'd love to hear from you!

Send a cover letter explaining why you would be a great addition to our team along with your salary expectations and résumé to careers@sac-oac.ca. The closing date for priority selection is **December 5, 2017**. Please write "Application for SAC Financial Coordinator" in the subject line of your email.

SAC is equal opportunity employer that respects the dignity and independence of people with disabilities and provides accommodation and support to persons with disabilities throughout the recruitment and selection process.

Please note: We thank all applicants for their interest in this position. However, we will only contact candidates we have selected for an interview.