

PT Accounting Assistant (Summer Student Position)

Kids Cancer Care

The Kids Cancer Care Foundation of Alberta is passionately dedicated to helping young people affected by cancer and their families survive and thrive in body, mind, and spirit. With a vision of providing *a cure for every child and care for every family*, Kids Cancer Care strives to end childhood cancer, while easing the pain and suffering of the disease through three essential program areas: 1. Camp and Outreach; 2. Research and Hospital; and 3. Education Support and Scholarships.

At Kids Cancer Care, we consider it an honour and privilege to do the work we do. We get to help deserving children and families and we get to see our community at its finest — volunteering, donating, hosting fundraisers, and helping others.

We value different perspectives and innovative thinking. We like to surround ourselves with creative, kind, and passionate people and we encourage all qualified persons of any ability, gender, ethnic background, or origin to apply. We believe in the power of diversity and are dedicated to creating a diverse, equitable and inclusive environment. We ensure equal opportunity for all applicants and encourage people of all visible minorities to apply.

To protect the health and safety of our community, employees of Kids Cancer Care must provide proof of double vaccination against COVID-19.

For more information on Kids Cancer Care and our work, please visit us at kidscancercare.ab.ca.

Career Opportunity

Kids Cancer Care is looking for a part-time accounting assistant (summer student) to work closely with the Finance and Administration Team assisting with financial record keeping, including accounts payable, payroll, journal entries, reconciliations, gift processing, and special projects. This is a part-time (three days / 21 hours per week), 13-week, summer student position reporting to the Chief Financial Officer. Kids Cancer Care offers a competitive salary and benefits package.

Position Overview

The position is suitable for a full-time post-secondary accounting or business student intending to return to their studies on a full-time basis in the fall. The ideal candidate is organized and efficient, able to handle multiple priorities and deadlines, works well with others and has a strong desire to learn. The Chief Financial Officer is committed to mentorship and providing a rich learning and work experience from which the student can gain valuable skills.

Key Areas of Responsibility

Accounts Payable

- Review invoices for accuracy and appropriate coding.

- Enter and scan invoices into finance system.
- Documentation of updated processes and procedures with transition to new finance system.

Payroll

- Assist with review and entry of timesheets for bi-weekly payroll, payroll journal entries.
- Assist with transitioning Human Resources employee files to online platform.

General

- Gift processing of donations.
- Assist with import processes, reconciliations, and reports.
- Assist with monthly credit card statements, receipts, and reconciliations.
- Reconcile general ledger accounts.
- Assist with month end, including reconciliations and statement preparation.
- Update summaries and prepare ad hoc reports as required.
- Assist with records retention and document management project.
- Other duties as assigned.

Education and Certifications

- Enrolled in accounting, business, or other post-secondary degree.
- Understanding of Generally Accepted Accounting Principles.
- Strong computer skills including proficiency with MS Office.
- Experience with accounting and payroll systems is considered an asset.
- Relevant charitable sector experience considered an asset.

Other Requirements

- Applicant must meet the requirement of the Canada Summer Jobs funding program.
- Mature, flexible, well-organized individual with strong attention to detail.
- Self-motivated and results orientated.
- Demonstrated research, problem solving, and analytical skills.
- Excellent written and oral communication skills.
- Ability to manage multiple priorities and deadlines, with strong attention to detail.
- Ability to work in both a team environment and independently.
- Proven work ethic and utmost integrity.
- Ability to handle confidential information in an ethical and professional manner.
- Excellent time management skills.
- Solid understanding of financial and accounting principles.
- Valid Alberta Driver's Licence and reliable transportation.
- Police and vulnerable sectors check required.

Closing Date

Application deadline is Monday, May 16, 2022 at 4:30 pm.

Applications

Please send a cover letter and resume with Accounting Assistant in the email subject line to:

Debra Osiowy
Chief Financial Officer

hr@kidscancercare.ab.ca

Kids Cancer Care Foundation of Alberta
5757 4th Street SE
Calgary, Alberta
T2H 1K8

Note: We prefer to receive applications by email. We are grateful to everyone who applies, but only candidates selected for an interview will be notified.