



Catholic Christian
O U T R E A C H

Junior Accountant

Position Type:	Short-Term/Co-op (4-8 months)
Job Region/Location:	Catholic Christian Outreach Canada Headquarters: Ottawa, ON
Reporting Relationship:	Controller
Working Conditions:	Normal Office Conditions
Funding:	Support Team and Partnership Development
Application Deadline:	As soon as possible

Position Overview

The Junior Accountant reports to the Controller and is responsible for performing accounting and clerical tasks related to the efficient recording and maintenance of the accounting records. These include assisting the Controller with the preparation of journal entries, maintaining balance sheet schedules and ledgers and account reconciliations. Assisting with monthly closings and account analysis and supporting the Controller in carrying out the responsibilities of the accounting department.

Main Job Tasks and Responsibilities

- Performing organizational and department risk assessments
- Researching and proposing new policies and procedures
- Assist with implementing and maintaining new internal controls and financial procedures
- Providing analysis of financial reporting results and trends
- Preparing journal entries
- Perform review and reconciliation of accounts
- General troubleshooting
- Investigate and resolve discrepancies or anomalies
- Reconcile and maintain balance sheet accounts
- Assist with monthly closings and preparation of monthly financial statements
- Assist with preparation of monthly financial reports
- Assist with account/bank reconciliations
- Other specialized projects

Education and Experience

- Proficient in Microsoft Excel and Word
- Knowledge of general accounting procedures
- Knowledge of accounts receivable
- Proficient in data entry and management
- Knowledge of relevant computer applications
- Bachelor degree in commerce or related field

Key Competencies

- Organization and prioritization
- Attention to detail and accuracy
- Confidentiality
- Judgment

- Communication skills
- Information management skills
- Problem analysis and problem-solving skills
- Initiative
- Team work

Support Team and Partnership Development (STPD)

All CCO staff have the unique opportunity and privilege to rely on God's providence. The successful candidate will develop their own team of financial and prayer supporters who contribute directly to the funds for their salary. For more information on STPD, please see our STPD FAQ at <http://careers.cco.ca>.

For more information on this or other employment opportunities with CCO Canada, please contact us at hr@cco.ca.