

Accounting Assistant

Full-time Permanent

THE OPPORTUNITY

Are you someone who is organized and is dedicated to modern day accounting practices? Do you like to challenge and to be challenged, to solve problems and to innovate? If this sounds like you, we are looking for an organized and driven Accounting Assistant to join the London Health Sciences team.

The Accounting Assistant will administer accounts payable and cheque processing, assist with gift processing procedures, perform month-end reconciliations, as well as other accounting related assistance as required.

REPORTS TO: Senior Director, Finance & Operations

IDEAL CANDIDATE PROFILE

Skills / Experience / Qualifications

- Successful completion of post-secondary degree or diploma and/or equivalent related work experience.
- Minimum 1-3 years of accounting support experience.
- Good database experience in accounting software
- Excellent computer skills - including proficiency and expertise in Microsoft Office applications.
- Superior organizational skills, attention to detail and strong ability to multi-task.
- Demonstrated success in managing multiple deadlines and flexibility taking on projects as assigned.
- Professional, confident, positive and self-motivated work style.
- Able to successfully work in a collaborative, team-oriented organization.
- Great interpersonal skills, including the ability to use tact and diplomacy.
- Able to work independently and effectively on a variety of projects with competing deadlines with a high degree of accuracy.
- Able to interact effectively with all levels of the organization at LHSF and LHSC, members of the public and maintain confidentiality.
- Availability to work flexible hours as needed.

Functions / Duties *(not in priority order or percentage of time):*

- Process accounts payable invoices on a weekly basis and prepare cheques in accordance with payment terms.
- Ensure all invoices comply with the Approval Policy and have been authorized by the appropriate signatory.

- Follow-up on supplier statements and other discrepancies regarding payment of accounts.
- Generate expense analysis as required.
- Complete Corporate Bank administration and activity.
- Record Journal Entries.
- Assist Finance Team as needed with various reconciliations (i.e. Bank, A/P, etc.).
- Assist in year-end audit as required.
- Other duties as assigned.

Other Responsibilities

- Works as a team player promoting a positive and professional work environment and conduct role with integrity and respect.
- Ambassador within Community representing the Hospital and Foundation.
- Abides by the policies and procedures of the LHSF and LHSC.
- Abides by the *Occupational Health and Safety Act*, work in a manner that is safe and reports incidents immediately to direct supervisor.
- Other duties as assigned from time to time in order to meet the overall goals and objectives of the London Health Sciences Foundation.

To apply for this position please submit a resume and cover letter detailing your experience to Nancy Foran, Executive Assistant, nancy.foran@lhsc.on.ca

DEADLINE TO APPLY: 5:00 pm on Wednesday, May 11.

ABOUT LONDON HEALTH SCIENCES FOUNDATION (LHSF)

For those in our community who want to make a difference in the health care of others, London Health Sciences Foundation (LHSF) supports personal and individual philanthropic journeys to provide meaningful contributions that improve the health and lives of patients and families at London Health Sciences Centre (LHSC) through the advancements of research, technology and treatment.

On behalf of LHSC, the communities it serves, and the individuals whose lives are impacted by its work, we:

- **Nurture** kindness and empathy with initiatives that help those in need, today and tomorrow.
- **Champion** gratefulness with legacy choices and commitments that can transform lives.
- **Inspire** optimism with meaningful relationships and creative partnerships.
- **Serve** as trusted stewards committed to responsible, respectful cultivation and engagement of our donor community through accountability, reporting, acts of gratitude and milestone celebrations.

LHSF MANIFESTO

You are the difference.

Your hope creates possibilities. Your compassion generates strength. Your commitment builds resilience. Because you believe, others thrive.

Making a difference for another person is both noble and joy filled.

It matters deeply.

We honour your kindness and empathy...

With initiatives to help those in need, today and tomorrow.

We fulfill your gratefulness...

With legacy choices and commitments that can transform lives.

We celebrate your optimism...

With meaningful relationships and creative partnerships that prove there are no boundaries to what can happen next.

But it's you – your heart and spirit – who creates the dignity, the support and the love that enriches the lives of your family, your friends, your neighbours and your community.

You choose to care.

We're here to serve that choice and the powerful difference it will make.