



McMan

**Accounting Assistant  
Part time (22hours per week)  
McMan Calgary &Area**

We are looking for an Accounting Assistant that can be flexible and adaptable in a not-for-profit environment. Reporting to the Finance Manager and working as part of the finance team, the successful candidate will ensure accurate and timely completion of regular finance tasks in the following areas.

**Key Responsibilities**

- Coding and Data Entry for Accounts Payable, Accounts Receivables, Employee and Client Expenses and General Ledger,
- Petty Cash, Credit Cards, Bank Deposits, Reconciliations,
- Running regular financial and management reports,
- Filing, scanning, copying,
- Assisting with other administrative tasks as assigned.

**The successful candidate will have:**

- Hands on experience in an accounting environment,
- Experience in Accounts Payable, Accounts Receivables and General Ledger entries is beneficial,
- Strong organizational and problem-solving skills with an emphasis on attention to detail,
- Proficient with Office 365,
- The ability to work to strict time constraints,
- The ability to prioritise work,
- Must be full vaccinated for COVID-19.

McMan Youth, Family and Community Services Association of Calgary & Area is a responsive and innovative organization making a difference in the lives of more than 2600 vulnerable children, youth and families annually.

We support children, youth and families with complex needs that can include mental health issues, addictions, homelessness, poverty and disability by providing them with the services and supports they need to thrive. As a fundamental practice across all McMan services, we work with individuals to help them maintain and grow relationships that can extend beyond our professional support - lifelong connections that can help people sustain and build on, their strengths and new skills.

When applying for any job most people want to know what a company can offer them. With McMan, it's a solid blend of an extensive benefit plan, generous time off allowances, and the opportunity to contribute to the community at large. Access is provided to benefits within the first month of employment, with a plan that includes vision, dental and prescription drug coverage, and an Employee Assistance Program. A 100% employer contribution pension plan is also provided after 6 months of employment. With three weeks of vacation a year, a flexible schedule, and access to personal days off per year, the organization encourages a work/life balance.

**Salary Range: \$25,801.00**

**Closing Date: Until position is filled**

**Submit a cover letter and resume to: [careers@mcmancalgary.ca](mailto:careers@mcmancalgary.ca)**

**Only those selected for an interview will be contacted.**