

Contract Accounting Assistant

Plains Edge Consulting Inc.

Employment Type: Part-time, with the possibility of Full-time

Our Purpose

At Plains Edge we believe in the power of reconciliation. We are excited to see all the ways non-profit organizations are making the world better, fairer and more compassionate. We believe each time an organization helps one more person, the impact ripples out to make the world a better place, one person, one story at a time.

We have been serving the non-profit and charity sector since 2019, offering services to advance their financial effectiveness. We offer leadership for single finance projects, or serve in fractional CFO / Director of Finance / Accounting Manager roles.

Typical Day

Our team of experts fills a variety of roles and works with amazing clients every day. On a typical day, we may travel to meet with clients in their offices or consult with them via video conference. We frequently work in our collaboration space in Steinbach to pool the best of our experience. We support clients by assisting with the full accounting cycle as required, preparing budgets or multi-year projections, drafting internal and external financial reports, updating or migrating accounting systems, and provide training and documentation during periods of transition.

Our Team

Everything we do is founded on our guiding values of care, curiosity and collaboration. We approach issues with a solutions-based mindset. While a client may only interact with one or two of our team, each has the entire team behind them, sharing knowledge and best practices. Continuous professional development, either in formal training sessions or informal knowledge exchanges is essential.

Your Opportunity

The Contract Accounting Assistant will work with the Accounting Manager or Director of Finance of each client organization to which they are assigned. This supporting role ensures that monthly financial reports are complete, accurate and available on a timely basis even though the accounting system may be undergoing a migration.

The expected qualifications for this role are:

- General accounting knowledge or training.
- Familiarity with fund accounting and public service bodies GST rebates.
- One to two years of experience in a related accounting field.
- Strong computer skills with proficiency in QuickBooks Online and Excel.
- Proficiency with Payworks, Sage 50, SharePoint, and Microsoft Planner would be beneficial.

- High level of integrity and excellent work ethic.
- Demonstrated confidentiality regarding financial, employee, client and donor records.
- Volunteer or work experience with a charity or non-profit organization is an asset.

Total Compensation

The salary range is based on the Plains Edge Compensation Schedule. Our compensation package includes a group benefits program, RRSP match, and wellness spending account. Some travel is required and mileage and travel costs are reimbursed. We also offer flexible work arrangements and a hybrid work structure.

Develop your leadership skills

We encourage our staff to be committed to continuous learning and professional development. Pursue a CPA designation or other related degrees with support. Our professional development policy allows staff to have tuition or training costs reimbursed.

Take the next step and make a difference!

Applications will be accepted until the position is filled.

Please send questions or submit your cover letter and resume to: info@plainsedge.com

We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted.