

## **JOB POSTING**

### **Accountant (Part-Time)**

#### **About Us**

Founded in January 2021, TouchPoint AMC Inc. is a boutique Association Management Company that prides itself on creating opportunities for our clients. Bigger providers are not always better. We succeed when our clients do, and we do so by focusing on customer service, listening to the needs of our associations, and partnering with Boards and volunteers to work towards a common goal of moving organizations forward. We elevate the work of our client associations by focusing on our four pillar philosophies: Service, Innovation, Respect and Engagement.

With a modern office in North York, accessible by public transit and the main highway 401+404 arteries, we are a full-service Association and Management company that is looking for team members who share our philosophies and goals. Our collaborative approach to working with our clients is the same approach we have with our team.

#### **About the Role**

You will serve as an Accountant for all TouchPoint clients, as well as TouchPoint operations. It will report to the Co-Presidents of the company. The role may include the following job functions:

##### *Bookkeeping:*

- Prepare monthly financial reports (Profit & Loss and Balance Sheets) for each client and TouchPoint AMC according to outlined schedule
- Balance general ledger, and produce trial balances
- Reconcile bank accounts monthly
- Prepare client invoices, and monitor/report on accounts receivables issues
- Prepare bank deposits/reconcile credit card transactions
- Process accounts payables and accounts receivables in a timely manner
- Maintain accounting system, with internal controls set in place
- Maintain chart of accounts for all client systems
- Enter monthly and year-end adjusting entries as needed

##### *Manage Relationships:*

- Assist in annual client budget preparation
- Manage client relationships (eg. outside reviewer/auditor)
- Present to client Boards of Directors about financial statements as needed

## About You

You enjoy a challenge and like to try new things. The status quo is not always good enough, and you like to play a role in helping organizations achieve their goals. You have the following skills and attributes:

- A university degree or college diploma in a related field
- CPA designation preferred but this could be a great opportunity for someone working towards their designation
- Experience in full-cycle bookkeeping, preferably with NFP associations
- Proficiency of computer and accounting software (specifically, Microsoft Suite and QuickBooks Online)
- A desire to learn and take initiative and ownership of assigned tasks
- Excellent communication skills, both written and verbal
- Clear understanding of maintaining confidentiality
- Effective time management skills, with ability to multitask and meet deadlines

## What We Offer:

This part-time position has a salary range of \$25.00-\$45.00 per hour, with an anticipation of approximately 35-40 hours per month. Remuneration will be based on experience and certification.

TouchPoint values a work-life balance. We work mainly in a friendly office environment but allow for some flexibility, being equipped to handle some remote work as well. We strive to create a positive and inviting culture where opportunities for education, industry involvement and advancement are encouraged.

If you think you are a fit for this role, and share the TouchPoint values, please send your resume and cover letter to [info@touchpointamc.ca](mailto:info@touchpointamc.ca) by **March 1, 2024**, citing "Accountant" position in subject line or submit through our [online portal](#).

*We thank you for your interest in advance, but please note that only those candidates invited for interviews will be contacted directly.*