

Opportunity Available: Accounting and Administrative Clerk

Position: Part-time

The Douglas Foundation is seeking an experienced resource to take on various accounting and administrative tasks. Your main responsibilities will include entering and reconciliation of donations, management of supplier invoices (organizing, coding and tracking), keeping organized financial records, year-end audit assistance as well other accounting and administrative tasks. We're looking for an individual with a keen eye for detail and the ability to multitask efficiently.

### The Douglas Foundation

The mission of the Douglas Foundation is to raise funds to support research and patient care in all areas of mental health and neuroscience, including Alzheimer's Disease, by financing the development of the Douglas Institute, which is part of the Centre intégré universitaire de santé et de services sociaux (CIUSSS) de l'Ouest-de-l'Île-de-Montréal. The Douglas Hospital Research Centre is the second largest mental health research centre in Canada and the only psychiatric teaching hospital affiliated with McGill University.

### Areas of Responsibility

Responsibilities will include:

- Data entry for donor database and maintaining updated records. Monitor financial transactions and take responsibility for day-to-day accounting activities including processing of supplier invoices, credit card management and employee expense reports, and other documents
- Account reconciliations, working closely with internal and external resources to ensure efficient record keeping and timely reporting.
- Organize financial documents for the Year-end Audit assistance.
- Respond to information requests and general correspondence, communicating with vendors, donors and other stakeholders
- Clerical tasks such as organizing and maintaining relevant electronic and paper files, printing and scanning documents etc.

### Qualifications and Competencies

The ideal candidate is forward thinking with the ability to anticipate and respond to the needs of the team appropriately and diligently. You are a team player and are willing to support other team members as needed. You are an avid learner and can take instruction and feedback well and are able to hold many details and priorities at the same time. You can undertake a task with

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confidence, yet you are comfortable asking for assistance or clarification if unsure. You seek for areas of improvement and find solutions to streamline and advance operations.

### Competencies

- Ability to multitask and take on new challenges as needed
- Team player
- Seek to improve and help streamline operations
- Strong organizational skills
- Personal integrity and sound judgment
- Ability to manage confidential information professionally
- Reliability and strong work ethic
- Excellent interpersonal skills
- Ability to work autonomously under pressure while respecting deadlines

### Qualifications

- Bilingual (French/English)
- Completed secondary education and currently enrolled in a post-secondary program in accounting or a related field
- Basic knowledge of accounting principles and a strong interest in learning more about the financial field
- Experience working with accounting software (knowledge of Sage as asset)
- Good knowledge of excel and computer proficiency in using the MS Office suite.
- Interested candidates should submit a resume and cover letter via email to [fondation@douglas.mcgill.ca](mailto:fondation@douglas.mcgill.ca)
- Only candidates who have been retained for an interview will be contacted.
- Please be assured that all enquiries will be held in strict confidence.
- en toute confidentialité.