

JOB OPPORTUNITY

POSITION	Accounting Assistant
LOCATION	Head Office – 314 Booth Street
TERM	Permanent, Full-Time
REPORTS TO	Director of Finance & Administration or their designate
HOURS	Monday to Friday from 9:00 am to 4:30 pm *2-3 days per week in the office *Must be flexible to be in the office as operationally required
RATE OF PAY	\$50,000 - \$52,000 per annum commensurate to skills and experience
START DATE	October 20, 2025
END DATE	N/A

JOB SUMMARY

The Accounting Assistant will be responsible for payables processing, payment issuance, bookkeeping and administrative tasks and will report directly to the Director of Finance and Administration of Cornerstone Housing for Women.

KEY DUTIES AND ACCOUNTABILITIES

- Attending to the general administrative needs of the Accounts Payable function and overall Finance Department
- Voucher input into accounting system, processing cheques, EFT's and invoice maintenance.
- Complete bank reconciliations for multiple bank accounts
- Intercompany reconciliations
- Support the accounts receivable and human resources functions by creating and preparing reports, maintaining records, submitting accurate paperwork, and preparing monthly reports
- Gift card inventory and distribution
- External Audit support, including pulling supporting invoices and documents
- Support financial requirements, such as, petty cash claims, and bank deposits
- Be a strong team member, operating as a designate for other Finance team members while on leave
- Recommend and integrate software programs to manage Cornerstone's accounts
- Identifies needs and supports staff training and orientation on technology and software
- Perform other duties related to the position as assigned.



REQUIREMENTS

Education and Experience:

- University or college education in accounting.
- Solid accounting background; one to five years' experience in related position(s)
- Knowledge of the charitable sector and its financial requirements
- Proficiency in Microsoft Office, including Excel, Word and PowerPoint is essential; experience with Sage/ ACCPAC
- Bilingualism an asset
- A driver's permit and access to a vehicle are an asset
- Successful completion of a Criminal Records Check for the Vulnerable Sector

JOB DESCRIPTION: Appended

POSTED FROM: September 18, 2025

TO APPLY: Please fill out this form (linked below) by **no later than Thursday, September 25, 2025, by 12 pm (Noon)**

<https://forms.office.com/r/cjc7mH3UJb>

For any questions or concerns, please reach out to Dhanya Rani Balan, Human Resources Coordinator at Dhanya.Balan@cornerstonewomen.ca



JOB DESCRIPTION

Cornerstone Housing for Women Accounting Assistant

Reports To: Director, Finance and Administration
Approved By: Executive Director
Updated: August 12, 2025

MISSION STATEMENT

Cornerstone Housing for Women provides safe supportive housing and emergency shelter to vulnerably housed women and women experiencing homelessness in Ottawa. Cornerstone is committed to providing these services in a way that offers residents dignity and a sense of hope.

At Cornerstone Housing for Women, you'll be proud of the work that you do. Our team members strive to make an impact in their community, they are passionate about ending homelessness, and they value inclusion.

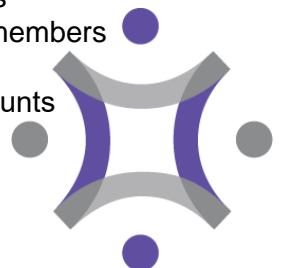
We offer competitive wages, a comprehensive benefits package, flexibility, and opportunities for development.

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Knowledge, Skills & Abilities:

- Compassion and understanding of women living with abuse, homelessness, poverty, trauma, addictions, mental illness, and newcomer issues
- Excellent verbal and written communication skills
- Good organizational and time management abilities

Core Cornerstone Competencies:

- Mission Driven—passionate about ending homelessness.
- Resilience—remains engaged in work even when there are challenges
- Adaptability—adjusts approach, style or priorities to meet organizational needs
- Collaborative—cultivates relationships with team members. Values the input of others and embraces opportunities to work together
- Accountability—takes personal ownership and responsibility for the quality of work and timeliness of work commitments

Job Specific Competencies:

- Attention to Detail—is thorough when performing work and conscientious about attending to detail
- Critical Thinking – ability to identify the important questions to ask and problems to solve; shows versatility when unexpected changes occur

