

Accounting and Payroll Specialist

Who We Are:

Dovercourt Recreation Association is an innovative charity dedicated to enhancing the quality of life in our community through recreation programs. We have managed the Dovercourt Recreation Center since 1987 and we've been empowered by the City of Ottawa to choose what programs to run and to determine how those programs are delivered. We're Eastern Ontario's only High Five Accredited organization, providing the highest standard of recreation programming for children in Ottawa.

Staff, volunteers, clients, community groups and businesses all working together – that's Dovercourt: *"A Community Working for the Community."*

The Position:

We're looking for an **Accounting and Payroll Specialist** to manage payroll, benefits, accounts payable and receivable, revenue reporting and account reconciliations.

In this role you'll have the opportunity to work within a variety of finance files at the tactical level. This is a fast-paced environment in which you'll face new challenges and opportunities each day.

As an ideal candidate for this role you're an accounting guru who loves what you do and enjoy working with a dynamic team. You are comfortable with setting priorities and balancing multiple tasks to find the most efficient way to get the job done. You enjoy working independently within a small team and thrive in a fast-paced environment.

Key Responsibilities:

- Payroll administration for large part time staff pool and smaller full time team including associated reporting and maintaining accurate and current employment records.
- Administer and monitor employee benefits
- Accounts payable and receivable including verifying invoices, preparing payments, invoicing partners and collecting outstanding amounts.
- Account reconciliations and other support as needed

Key Qualifications:

- A diploma in accounting or business administration or comparable experience.
- A minimum of 2 to 3 years' experience in a similar role including complex payroll administration.
- Superior interpersonal and communication skills.
- Significant experience with Excel and accounting software.
- Strong attention to detail and a dedication to producing accurate work.
- Commitment to building productive and sustainable relationships within a team environment.
- The flexibility and creativity to solve puzzles as they arise.
- Knowledge of benefits administration is an asset.

To Apply:

Please submit your resume and cover letter to careers@dovercourt.org.

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

The Dovercourt Recreation Association respects the dignity and independence of people with disabilities, and provides accommodation and support to persons with disabilities throughout the recruitment and selection process.