



**Canadian Mental  
Health Association**  
Prince Edward Island

## **Employment Opportunity Accounting Technician -I**

The Canadian Mental Health Association (CMHA) is the nation-wide leader and champion for mental health. CMHA facilitates access to the resources people require to maintain and improve mental health and community integration, build resilience, and support recovery from mental illness.

The PEI Division of the Canadian Mental Health Association requires the services of a qualified individual to work as an Accounting Technician-I. This is a **one (1) Full-Time Employment (FTE) permanent position**. This position will be located at our Charlottetown office.

**No. of Vacancies: 1 Full -Time Employment (FTE) permanent position**

### **Job Summary:**

- Performs data entry of accounts payable, accounts receivable, deposits, and expense claims.
- Maintains appropriate financial documentation through an organized system of filing.
- Assists in preparation of periodic reports.
- Assists with processing payable cheques.
- Ensures timely and accurate invoicing.
- Updates the internal database and records.
- Assists in a supportive role at CMHA fundraising events and activities.
- Completes other administrative duties (e.g. filing, photocopying, reception, etc.) related to the organization
- Provides support to the Senior Accounting staff.

### **Requirements:**

#### **Education:**

- College Diploma in Business Administration, Finance, Accounting, or any related field

#### **Experience:**

- 2-3 years experience in Accounting
- Relevant work experience with budget, accounting, and reporting systems

#### **Key Skills and Abilities:**

- Advanced proficiency in Sage 300 accounting software and in MS Office ( Word, Excel, Outlook)
- Strong knowledge of Generally Accepted Accounting Principles (GAAP)
- Strong organizational and analytical skills
- Detail oriented
- Ability to work with teams and independently
- Good written and verbal communication skills
- Ability to multitask
- Excellent time-management skills
- Accountable and dependable

**Other Requirements**

- valid driver's license required
- A satisfactory and current criminal records check

*An asset to this position is a solid knowledge, sensitivity, and/or lived experience relating to the issues of mental health and addictions.*

**Hours of work:** 37.5 hours per week. Some evening and weekend work maybe required

**Location:** Charlottetown, PEI

**Closing Date for Application:** Monday, November 22, 2021 at 9 p.m. AST

**Start Date:** As soon as possible

Interested candidates should apply with their resume and cover letter by either mail or email to:

**HR Coordinator**

CMHA PEI Division

178 Fitzroy Street, P.O. Box 785,

Charlottetown, PE, C1A 7L9

Email: [hr@cmha.pe.ca](mailto:hr@cmha.pe.ca)

**(Please indicate on subject line: 014 –HO Accounting Technician-I)**

CMHA is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

**We thank all applicants who apply, however only those selected for an interview will be contacted.**