



**Miriam Centre is a charitable organization
The work of Miriam Centre is a Christian Ministry**

**The first responsibility of all staff members is
to offer help to families according to their needs**

JOB DESCRIPTION FOR AN ACCOUNTS MANAGER

The Accounts Manager has two main tasks:

DONATIONS

Using the DONATION software

- Receive donations, register names and amounts, issue receipts for income tax purposes
- Indicate when a donation does not require a receipt
- Update mailing lists

Send thank you letters

ACCOUNTING SERVICES

❖ Bank deposits

- Make weekly deposits or more often if deemed necessary
- Enter deposits in QuickBooks

❖ Banking reconciliation

- Each month reconcile the bank statements with the information in QuickBooks
- Claim HST each year following audit (Andrews & Co)
- Prepare financial reports for the Executive Director and Board Members

❖ Make post-dated cheques for rent

❖ Payroll

- Prepare paycheques every 2 weeks
- Calculate and send employee/employer deductions (Receiver General)
- Send T4s prepared by Andrews & Co before end of February
- When an employee leaves, issue a Record of Employment

❖ Petty Cash: Maintain the authorized amount

- ❖ **Pay bills and make necessary purchases**
- ❖ **Prepare and deliver documents for annual review**

OTHER COMMON TASKS

- Hold intake interview with mothers in need and their families, keeping all information confidential. Offer emotional support and practical help
- Answer the phone
- Schedule appointments
- Provide guidance to volunteers in their various tasks
- Participate according to one's possibility in fundraising events and promotion of the Centre
- Sort material donations
- Organize clothes for families
- Attend to the arrangement and cleanliness of the Centre