



Chapter Bookkeeper (1 year contract)

Who we are

Advocis, The Financial Advisors Association of Canada, is the association of choice for financial advisors and planners. With more than 17,000 member-clients across the country, Advocis is the definitive voice of the profession, advocating for professionalism and consumer protection. Professional financial advisors and planners are critical to the economy, helping consumers make sound financial decisions that ultimately lead to greater financial stability and independence. Advocis works with decision-makers and the public, stressing the value of financial advice and striving for an environment in which all Canadians have access to the advice they need. For more information about Advocis visit our website at <https://myadvocis.ca/>

We are seeking a **Chapter Bookkeeper**, to provide accounting support to Advocis and its subsidiaries. This is a one year contract position. The incumbent will perform accounts receivable (AR) and accounts payable (AP) duties for the network of Advocis chapters across Canada.

We offer:

- A collaborative work environment
- Work flexibility with the opportunity to work both in-office and remotely at times.

Responsibilities include:

- AP Duties for a network of 40 chapters across Canada
- Process invoices, expense vouchers, cheque requests, billings and collections
- Respond to chapter AR and AP enquires from vendors/suppliers and chapter presidents, treasurers and administrators
- Other chapter related responsibilities
- Maintain AR/ AP files
- Backup to AP specialist
- Provide assistance to the external audit team as required
- Other duties as assigned by the Controller

Knowledge/Skills Required:

- 1-3 years Accounts Payable experience
- Post-secondary education in accounting or related discipline
- Strong communication skills both written and verbal
- Excellent organizational skills with attention to detail
- Proactive, enthusiastic, self-starter
- Proficient in the use of Microsoft Office (specifically Word & Excel)
- Sound judgment, tact, discretion, diplomacy and professionalism
- Proven ability to prioritize workload effectively and meet deadlines
- Ability to manage competing priorities
- Ability to work independently as well as part of a team
- Knowledge of iMIS database and Dynamics GP accounting software considered an asset

To Apply:

Interested qualified applicants should e-mail their cover letter and resume to resume@advocis.ca.

We are committed to inclusive and accessible employment practices. Please advise human resources when contacted, if you require any accommodation measures to fully participate in our application or hiring processes. Information received relating to accommodation measures will be addressed confidentially.