



## **Accounting Technician**

**Job description: Permanent full-time position, 37.5 hours per week**

The One Drop Foundation doesn't just offer you a job; we invite you to be part of something extraordinary. We're looking for people who are not only motivated by their career aspirations, but also passionate about making a significant impact on the world.

Are you curious? Do you have a desire to learn, to surpass yourself and, above all, to be part of a dynamic, caring, collaborative and human team? Do you dislike routine and like to work on different types of projects? Would you like to showcase your professionalism, rigor and reliability? Are you known for your organizational skills and flexibility? Then this is the job for you!

The ONE DROP Foundation is looking for an accounting technician to work in collaboration with the financial controller and the finance team. He or she will ensure that payments are processed in accordance with established procedures. He or she will prepare and process customer account invoices and participate in the production of various financial reports in accordance with established procedures.

## **Why choose us?**

An ambitious and dynamic non-profit created in 2007 by Guy Laliberté—founder of Cirque du Soleil—ONE DROP is an organization that works to ensure that everyone has access to water, today and forever.

## **Our Team**

Such an ambitious mission calls for extraordinary actions by exceptional people. Paving the way into uncharted and inspiring territory, our people seek to turn the challenges they face into opportunities. Are you one of these leaders? Do your energy, passion, and determination motivate and inspire those around you? Then come join our team of exceptional humans!

## **Main responsibilities**

Under the supervision of the senior accountant, the accounts payable technician will have the following responsibilities:

- Prepare and enter invoices for major donations, contributions, and fundraising events
- Prepare and enter accounting entries related to cash receipts
- Group and record supporting documents related to cash receipts
- Follow up on accounts receivable with the revenue generation department
- Deposit checks at the bank
- Reconcile monthly cash receipts from the accounting system with the donor and donation management system
- Assist in the preparation of various financial reports
- Prepare monthly bank reconciliations for all of the Foundation's bank accounts
- Assist with the year-end audit process
- Create projects, resources, and categories in the ERP for the needs of various departments
- Create suppliers in the ERP
- Participate in maintaining an adequate control environment based on risks and suggest any improvements to the environment



- Any other related tasks

**Your experience**

- Minimum of 3 to 5 years of experience in a similar position
- Experience or strong interest in working with social mission organizations

**Your Skills**

- DEC or BAA in accounting or any other combination of education and experience relevant to the position
- Very good knowledge of receivable modules, accounting systems, and Excel software
- Excellent organizational and priority management skills and ability to multitask
- Bilingualism (an asset)

**Good to know**

- Primary workplace is located at the One Drop Foundation's offices: 8400 Avenue du Cirque, Montreal (QC) H1Z 4M6 CANADA
- Remote work options available (as laid out in the organization's remote work policy)

**We are looking for a person who shares our values**

- Proven ability to be an effective team player and contribute to the achievement of objectives in a dynamic environment
- Tact, diplomacy, and confidentiality
- Rigorous and detail-oriented
- Commitment to quality customer service and interpersonal skills with various stakeholders

**At ONE DROP, we take care of our employees**

- Flexible work schedule and possibility of working remotely
- Group insurance plan (drug, medical, vision, dental, travel, disability, life)
- Group RRSP after 6 months on the job
- Telemedicine platform providing access to online health specialists
- Employee assistance program (access to confidential consultation services)
- Social committee and group activities
- EDI Committee
- Summer hours

The One Drop Foundation is committed to ensuring a diverse and inclusive workplace that offers equal opportunities to all. We make every effort to attract and retain the best candidates, regardless of age, skin color, origin, religion, sex, gender, sexual orientation, gender identity or any other characteristic. It is based on the principle that everyone benefits from a welcoming and diverse workplace.

To apply, send your CV and cover letter to [contact@ONEDROP.org](mailto:contact@ONEDROP.org)

Thank you to all applicants. Only selected candidates will be contacted.