



Accounting and Transportation Coordinator

Title: Accounting and Transportation Coordinator

Type: Full-time

Reports: Director of Finance

Location: Mississauga

Industry: Not-for-profit

Salary: \$45,000

COMPANY PROFILE

Founded in 2002, Jake's House is a Provincially and Federally funded Canadian charity with a mission to provide meaningful support to families living with autism across the country. Recognizing that more than any other single issue, families dealing with autism need a community, Jake's House is committed to growing a strong network of people who understand and care - a family, determined to provide tangible solutions at every stage of life.

Specifically, Jake's House supports individuals on the spectrum throughout their lifespans through four core initiatives: 1) Social Events & Awareness, a two-decade tradition of bringing families living with autism together for welcoming, fun and festive celebrations in Toronto, Ottawa and London – with cross country expansion planned.; 2) Legends Mentoring Program, themed group mentoring workshops that provide youth with opportunities to learn skills, socialize and make friends; 3) Employment Mentoring Program, a program that supports the integration of young adults into the workforce; and 4) Inclusive Housing Program, designed to address the growing housing gap in the autism community, giving more aging adults a place to call home.

The ideal candidate will be working with a dynamic, fast-growing organization, collaborating with a passionate, dedicated team.

JOB OVERVIEW

Jake's House is actively seeking an experienced Full-Time Accounting and Transportation Coordinator to join our team. The ideal candidate will possess a robust background in bookkeeping, with a specific emphasis on proficiency in utilizing QuickBooks Online. As the Transportation Coordinator, your responsibilities will include close collaboration with the Employment Training Program (ETP) team. Acting as a liaison between transportation delivery partners, ETP participants and their families, as



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well as ETP facilitators, you will play a crucial role in ensuring that transportation queries are conveyed efficiently and in a timely manner.

Furthermore, in your capacity as Transportation Coordinator, you will be tasked with cross-referencing transportation invoices against participant attendance and transportation records to maintain accurate financial documentation.

We are excited to welcome a dedicated professional to our team who can bring expertise in both accounting and transportation coordination to contribute to the success of Jake's House and the fulfillment of our mission.

RESPONSIBILITIES

- Maintain accurate and up-to-date financial records using QuickBooks Online.
- Record financial transactions, including income, expenses, and other financial activities.
- Reconcile bank statements and ensure consistency with financial records.
- Manage accounts payable by processing invoices and ensuring timely payments.
- Handle accounts receivable to ensure timely and accurate customer payments.
- Track and record employee expenses, ensuring proper documentation.
- Generate financial reports using QuickBooks Online.
- Assist in monitoring and managing budgets, providing insights into budget variances.
- Assist in preparing and organizing financial information for tax reporting purposes.
- Assist in annual audit process.
- Collaborate with internal teams and external stakeholders to address financial queries.
- Maintain effective communication with transportation companies, participants/guardians, and members of the Employment Training Program team.
- Promptly respond to transportation and attendance related queries, ensuring appropriate parties are notified of attendance changes and schedule modifications.
- Submit participant addresses to transportation partners and communicate pick up times to participants/guardians, ensuring the schedule is always up to date.

REQUIRED SKILLS AND EDUCATION

- Proven experience as a bookkeeper, preferably with experience in a part-time capacity.
- Proficient in using QuickBooks Online for financial record keeping.
- Strong understanding of basic accounting principles.
- Existing knowledge of accounting for charitable organizations, and government reporting preferred.
- Intermediate excel skills able to create tables and simplify searches using v-lookup
- Excellent organizational and time-management skills.
- Attention to detail and accuracy in data entry.
- Effective communication skills.



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IDEAL CANDIDATES (CULTURE FIT)

- Kind and empathetic, understanding the families Jake's House supports always come first.
- Go-getter with a positive attitude, entrepreneurial spirit, and an eagerness to wear many hats.
- Self-motivated, proactive, resourceful, and results-driven; little supervision required to achieve goals.
- Detail-oriented and strong organizational skills.
- Thrives in fast-growing, dynamic environments, able to multi-task on concurrent projects.
- Positive, energetic, enthusiastic, passionate.
- Committed, disciplined.
- Compassionate, caring, understanding, genuine, strong 'family values'.

Jake's House is an equal opportunity employer. We do not discriminate on the basis of race, colour, religion, marital status, age, national origin, physical or mental disability, medical condition, gender, sexual orientation, gender identity, or any other status protected by law. We celebrate diversity and are committed to creating inclusive working environments for all employees.

Interested applicants please send resume to scarletvidal@jakeshouse.ca