



The Multi Generational Housing & Community Centre

The MGH Calgary Finance Department and Skyview Early Learning Village are seeking volunteers to help with the growing accounting and bookkeeping needs.

Duties Include:

- Accounts Payable
- Cheque Preparation
- Online Payments & Deposits
- Accounts Receivable
- Invoicing & Client Statements
- Data Entry
- GST Tracking & Reporting
- Bank Reconciliations
- Cash Position Reports
- Assist with Budget Preparation
- Assist with Financial Statements Preparation
- Assist with Audits

Experience & Skills

- Hands-on Bookkeeping Experience
- Medium to Advance Level Excel Skills
- Experience with Accounting Software
- Attention to Detail

Time Requirement

Approximately 6 to 10 hours a week.

This is great opportunity to hone your skills in accounting; showcase your experience on your resume, and make a difference in our community.

Application

Interested Volunteers are requested to send their resume or further inquiries to:

generations.calgary@iicanada.net