



Database/Accounting Coordinator – Full-Time Contract (1.0 FTE)

Our Vision: Acceptance and opportunities for all individuals with Autism Spectrum Disorders.

Our Mission: To ensure that each individual with ASD is provided the means to achieve quality of life as a respected member of society.

We are currently seeking a skilled, enthusiastic **Database/Accounting Coordinator** with an eye for detail to provide database support for our fund raising and accounting activities.

The **Database/Accounting Coordinator's** primary responsibilities are related to donation processing, receipting and acknowledgement, and database maintenance. In addition, the Database/Accounting Coordinator will be involved in processing of deposits from our 28 chapters throughout Ontario.

This position reports to the Finance Director.

Responsibilities include:

- Maintaining and updating the fundraising database using Raiser's Edge
- Adhering to database policies, procedures and systems to ensure the integrity of data
- Entering donations and pledges into Raiser's Edge
- Preparing charitable tax receipts and thank you letters using mail merges in MS Word and Excel
- Processing new membership applications and renewals
- Communicating with donors, members and volunteer leaders in response to inquiries and requests
- Providing support to accounting team using Financial Edge
- Supporting program staff with campaign fundraising, mailing lists and assembling packages

Qualifications:

- Demonstrated experience using Raiser's Edge and Financial Edge software is essential
- Demonstrated computer skills, including proficiency in the use of MS Office and Excel
- Strong organizational skills and knowledge of record keeping processes for tracking revenue
- Previous experience in not-for-profit sector considered an asset
- Accounting experience

- Ability to work in a confidential and sensitive manner
- Excellent verbal and written communication skills
- Two years experience or more preferred
- Ability to take initiative and work effectively in a busy team environment
- Proficiency in French is considered an asset

This is full-time, contract, salary position.

We offer a benefits package after the successful completion of a 3 month probationary period.

This position is based in Toronto at our provincial office.

Please submit a cover letter and resume by email, to the attention of **Gayle Height, Finance Manager**

In your cover letter, please highlight your **Raiser's Edge/Financial Edge and accounting** experience.

Email to: gayle@autismontario.com

Deadline: 5 pm, September 10, 2010