Accounting Assistant

Part-time, Permanent

Location: Fully remote

About Us

The **Chemical Institute of Canada (CIC)** is a member-based not-for-profit association that champions the advancement of the chemical sciences in Canada. We help our members connect, learn, celebrate excellence, and grow their careers.

Our renewed commitment is to support the chemical sciences community in sharing and celebrating their discoveries while ensuring current and future generations of leaders are ready to foster a more resilient and inclusive future for everyone in Canada.

We are currently undergoing a comprehensive strategic planning process aimed at strengthening the member experience, particularly for early-career professionals, increasing regional engagement, and fostering greater collaboration by 2030.

> Join us as we embark on this exciting journey to shape the present and future of Canada's chemical sciences and engineering community. CIC serves more than **4,000 chemical science professionals** across Canada. Learn more at www.cheminst.ca and imagine yourself as a part of the team!

About the Role

We are seeking an **organized, detail-oriented, and service-focused part -time Accounting Assistant** join our team.

Reporting to the **Director, Finance & Operations**, this position plays an important role in the day-to-day operations of CIC and its related organizations. The position combines **accounting and financial administration, membership services, conference and event support, and general organizational administration**.

This is a varied and hands-on role that will suit someone who enjoys working across different areas of an organization, takes pride in accuracy and exceptional service, and can confidently manage multiple priorities and deadlines.

The successful candidate will work closely with staff, members, volunteers, Subject Division and Local Section Treasurers, suppliers, event coordinators, and other stakeholders.

What You'll Do

Finance & Accounting

You will support the day-to-day financial operations of CIC and related organizations, including:

- Processing accounts payable and accounts receivable.
- Reviewing invoice requests, receipts, and supporting documentation.
- Creating invoices and recording financial transactions in SAGE.
- Processing payments through BMO.

- Completing cheque deposits and daily deposit reconciliations.
- Following up on unidentified and overdue deposits and receivables.
- Maintaining A/R tracking for Subject Divisions and Local Sections.
- Completing monthly Mastercard reconciliations.
- Supporting month-end reconciliations across operating, conference, and CEF accounts.
- Completing GST/HST filings and related payments for CIC, CSC, and CSChE.
- Maintaining accurate electronic and hard-copy financial records.
- Maintaining staff timesheet records and tracking vacation, sick, wellness, TOIL, and overtime.
- Preparing and issuing CEF donation receipts.
- Supporting Subject Division and Local Section Treasurers with grant submissions and invoicing.
- Assisting the Director, Finance & Operations with financial reporting and reconciliations as required.

Membership Services

You will be assisting with the CIC members and help ensure that members receive timely, professional, and responsive service as needed:

Responsibilities include:

Managing the membership@cheminst.ca email account.

- Responding to member inquiries and providing technical support related to x-cd and membership.
- Resolving support tickets submitted through x-cd.
- Resolving membership-related issues, including refund requests and account matters.
- Reviewing new and active member profiles and assigning Local Sections and designations.
- Monitoring new memberships and contacting individuals who have registered for memberships for which they are not eligible.
- Monitoring member expiration dates and updating records as required.
- Reviewing active member records and merging duplicate accounts.
- Assisting members with credit card payments.
- Preparing and mailing hard-copy membership renewal invoices upon request.
- Processing deceased member records, including updating member information, recording dates of death, changing designations where applicable, disabling automatic renewal, and managing mailing-list subscriptions.
- Preparing membership statistics and reports as requested.
- Providing Subject Division and Local Section membership reports to support grant funding.

Member Recognition & IUPAC Affiliates

- Processing 50-year member recognition, including preparing certificates and letters of recognition, coordinating CIC Chair signatures, and sending materials to members.
- Compiling annual lists of new 50-year members for AGM purposes.
- Updating 50-year member groups prior to annual renewal.
- Preparing and distributing communications to new and renewing IUPAC affiliates regarding IUPAC member benefits.

Conferences & Professional Development

You will also provide administrative and operational support for professional development activities and CIC-related conferences, including:

- Coordinating professional development course registrations and materials.
- Responding to inquiries related to course and conference registrations.
- Providing registration support, including payment verification, payments, and refunds.
- Coordinating conference shipments, including planning, preparation, packing, and return delivery.
- Providing on-site conference support as required.
- Preparing reports for team members and event coordinators.
- Managing the storage and inventory of conference-related supplies and equipment.
- Coordinating childcare services as requested.

Corporate & General Administration Assistance

- Handling the main CIC voicemail and forwarding messages appropriately.
- Supporting day-to-day office operations of the Finance Department, including office supplies and maintenance.
- Providing administrative support to the Finance Team members as required.

What You'll Bring

We are looking for a highly organized and adaptable professional who is comfortable working across accounting, member service, and administrative functions.

You will bring:

- Previous experience in accounting or financial administration.
- Experience with accounts payable, accounts receivable, reconciliations, deposits, and financial record keeping.
- Strong attention to detail and a high level of accuracy.
- Excellent organizational and time-management skills.
- Strong written and verbal communication skills.
- A professional, responsive, and service-oriented approach.
- The ability to manage confidential financial and membership information.
- Strong problem-solving and follow-up skills.
- The ability to work independently while contributing effectively to a collaborative team.
- Comfort learning and working with accounting, membership, banking, and database systems.
- Proficiency with Microsoft Office, particularly Excel, Word, and Outlook.
- The ability to manage multiple priorities and recurring deadlines.

Assets

The following would be considered assets:

- Post-secondary education in accounting, finance, business administration, or a related field.
- Experience with **SAGE** accounting software.
- Experience with **x-cd** or another membership/CRM database.
- Experience with online banking platforms such as BMO.
- Experience working in a professional association, membership organization, or not-for-profit environment.

- Experience supporting conferences, events, or professional development programs.
- Experience preparing reports and maintaining financial or membership databases.

What We Offer

This is an opportunity to join a collaborative organization at an exciting stage of growth and development. The role offers the opportunity to work across multiple areas of the organization and make a direct contribution to the experience of CIC members and the effective operation of the Institute.

You will work with a dedicated team and have the opportunity to build and apply skills across **finance, membership services, events, administration, and organizational operations**.

Additional details:

- Part-time, permanent position
- $20/hr - $25/hr for 20 hrs per week
- 3 weeks vacation – prorated
- We offer 15 days of annual paid vacation leave, plus 15 days of paid sick leave (up to 6 of which may be used as wellness days), in addition to statutory holidays and leaves – prorated for this position
- Fully remote position

How to Apply

If you are an organized and motivated professional who enjoys variety, takes pride in accurate work, and is passionate about providing excellent service, we would love to hear from you.

Please submit your **Resume and Cover Letter** outlining your relevant experience and interest in the position to **apply@cheminst.ca**

Application deadline: November 13, 2026

CIC is committed to an inclusive and accessible recruitment process. Accommodations are available upon request throughout the recruitment process.

Only candidates selected for an interview will be contacted.