



*Health Out Loud (HOL) is a socially motivated grassroots movement that was founded as a student group in 2010, expanded into a non-profit organization in 2014, and became a CRA-registered charity in 2015. Through our community, high school and university programs that make health fun, relatable and understandable, we meet participant-identified health priorities for over 2000 participants. Not only do we have a huge track-record of success with innovating health, we also have a close-knit family of supportive friends and mentors. By joining our team, you will be a valued member of HOL; you will not only complete meaningful tasks, but you will also have the opportunity to transform your own ideas into real projects and shape HOL's long-term vision.*

**JOB TITLE: Accountant**

**REPORT TO:** Director of Accounting

**# OF VACANT POSITION(S):** 2

**TIME COMMITMENT:** 4-5 hours/week

**BENEFITS:**

- An energetic, fun, and driven team culture with amazing people
- One-on-one mentorship by professional accountants, plus continuous opportunities to provide feedback and shape your personal Health Out Loud journey
- A safe atmosphere that is inclusive, handles mistakes constructively, and encourages learning
- Working in a flat organizational structured with reduced red-tape
- There will be opportunity to expand the responsibilities of this position, including creating a project from start to finish
- Leadership, project management and standardized accounting procedures training organized by Health Out Loud
- Real-life experience with maintaining financial records for a multi-thousand dollar budget
- A chance to be part of a diverse Toronto community
- Expand and build a strong network of people from nearly every field, and at various stages of life
- Gain in-depth experience in a leadership role, leading a large-scale public health movement that currently reaches 2000+ people across Canada
- Development of leadership and mentorship abilities through providing finance-related support for over 20+ managing team executives and 5 program teams
- Familiarity with the Canada Revenue Agency's policies for charities
- An opportunity to work alongside Health Out Loud's professional advisors, including professors, leading professionals and community workers
- A potential platform from which to explore your own initiatives and entrepreneurial ideas, beyond your specific role
- An opportunity to learn more about the non-profit sector and to increase network ties in this domain

**RESPONSIBILITIES:**

- Preparing financial statements for the non-profit branch, including balance sheets and income statements
- Updating the non-profit branch's financial journal
- Maintaining an online database of bank statements, cheque records, donation receipts, reimbursement paperwork and purchasing receipts
- Working alongside Director of Accounting and Managing Director to create an annual multi-thousand dollar budget
- Working alongside the grant writers to ensure funds are properly spent, according to granting organizations/donor guidelines
- Ensure Health Out Loud's mission and values are communicated all the way from the top down within the organization and that they are followed at all times



- Preparing reimbursement payments using Health Out Loud (HOL)'s standardized system, including verifying documentation and requesting disbursements
- Developing and implementing new financial policies and procedures that will be used by different HOL branches across the province
- Organizing and presenting an 'Accountant Training Day' session where all the accountants from every chapter are trained to use Health Out Loud's standardized accounting procedures through experiential learning techniques
- Providing mentorship and support to six different HOL branches throughout the year
- Conducting quarterly internal audits of financial documents to ensure accountability and accurate reporting of financial statuses to the Canada Revenue Agency (CRA), donors, granting organizations and Board of Directors
- Ensuring Health Out Loud is abiding by the CRA's policies for registered charities
- Attending bi-weekly sub-committee meetings
- Act as an ambassador and promote Health Out Loud at networking events, conferences or other external engagements

**QUALIFICATIONS:**

- Accounting experience/interest or studying an accounting/finance related field
- Proficient knowledge in Microsoft Office Suite (Excel, PowerPoint, Word)
- Leadership experience in work, student groups, or other organizations
- Strong interpersonal and organizational skills
- Able to work within tight deadlines
- Experience with professional accounting software such as QuickBooks and Simply Accounting is an asset
- Experience in finance within other charities or non-profits is an asset
- Knowledge of Excel Macros and Pivot table is an asset

*We're always interested in taking in creative, open-minded, and energetic people who can help us empower our community. We have built a wonderful team of people and a great place to work, too!*

*If you are interested in this position, please visit <http://healthoutloud.org/get-involved-2/join-hol/> and fill out the application online.*

*If we are not recruiting at the moment, please direct your interest to [info@healthoutloud.org](mailto:info@healthoutloud.org)*