



## ACCOUNTANT

### POSITION OVERVIEW:

Reporting to the Finance Manager, this position will provide assistance with the monitoring and analysis of general ledger transactions, preparation and maintenance of various balance sheet account reconciliations, all aspects of reporting, and yearend audit, focusing on operational transactions, and adding value to the company as a whole by providing financial expertise and experience. The successful candidate for this position must be team oriented and have a positive and confident personality with a high degree of ethical soundness.

### RESPONSIBILITIES:

- Assist with posting of journal entries prepared by junior accountant and accounting clerks as required.
- Provide coverage for the junior accountant and accounting clerks as required.
- Assist in the preparation of journal entries related to operating grants and capital contributions as required.
- Assist with monthly revenue recognition, ensuring appropriate grant agreements are followed and compliance with the agreements is in place.
- Assist with preparation of all operating & capital grant reporting.
- Administration of the Affordable Home Ownership Program including, but not limited to answering inquiries, handle communication with homeowners, prepare written correspondence for review and approval by Manager, prepare payout calculations, annual income reviews and maintain homeowner files.
- Assist in the preparation of the monthly, quarterly, and year-end financial statements and associated reconciliations and variances as required.
- Assist in the preparation of periodic cash flows and forecasts as required, including coordination with the appropriate managers and executive to gather appropriate data.
- Assist in analyzing the financial implications of various operational and financial decisions using standard reports.
- Work with Managers to evaluate and streamline business processes to improve efficiency.
- Assist with research of accounting issues, evaluate reporting and other control functions, and make recommendations for change.
- Other related duties and special projects as required.

### QUALIFICATIONS/EXPERIENCE:

#### Education

- University degree in Commerce, Accounting or Finance
- Professional Accounting designation (CA, CMA, CGA), or in progress
- 2-4 years accounting experience

**Skills**

- Demonstrated organization, communication, interpersonal analytical and team membership and leadership skills with the ability to prioritize conflicting demands in a deadline orientated environment requiring persistence and a high degree of personal judgement and accountability
- Well versed in the use of excel, advanced skills preferred
- Proven ability to work with limited supervision, use initiative and creative thinking in various functions within the job

**WORKING CONDITIONS:**

- Normal office conditions and regular hours of work
- Evenings and weekends as required

**SALARY:**

**\$44.85 per hour \*\***

We appreciate the interest of all applicants; however, only those selected for an interview will be contacted.

\*\*Cost of Living Allowance of \$480 bi-weekly included in rate of pay and is based on full-time hours worked.