

## Accountant

Reporting to the Director, Corporate Operations & Member Services, the Accountant is responsible for the smooth operation of all financial management activities for two Associations – ARNBC & NNPBC. This includes but is not limited to:

- Management and administration of accounts receivable and accounts payable activities using Quick Books application software.
- Development of monthly financial statements and relevant reporting. This will include reports for the Board of Directors, CEO, program managers and other relevant parties.
- Processing of bi-monthly staff payroll; ensuring remittances and relevant payments to benefit providers, tax agencies, etc. are made.
- Management of any required audit processes for non-profit entities.
- Management of all banking transactions; credit card approvals, etc.
- Development of monthly program forecasting and preparation of program budgets working with relevant staff members.
- Preparation of financial reports, annual reports, etc for both Association's Annual General Meetings.
- Preparation of quarterly financial forecasting required by the Service Agreement and reconciliation management.
- Recommends financial actions by analyzing accounting options.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Attends staff, committee and Board meetings. May be required to attend AGMs.
- Other relevant duties as required.

### Qualifications & Experience Requirements:

- A current accounting designation in good standing.
- Knowledge and experience with Quick Books use, chart of accounts setups, A/P, A/R and all aspects of financial reporting over a 5 year period.
- Experience with payroll systems, remittances and taxation. Knowledge of Payworks is desirable.
- Ability to work with team members to support budget forecasting, preparation, and reporting.
- Proficiency with Office 365 tools.
- Knowledge and experience with non-profit organizations and specific understanding of the financial management and reporting requirements.
- Strong communication and team work skills.

This position is estimated to be part time role requiring approximately 20 hours per week.

Please email your resume and cover letter by October 18, 2018 to Valerie St. John, CEO at [vstjohn@nnpbc.com](mailto:vstjohn@nnpbc.com).