



## **Accounting Coordinator**

### **JOB SUMMARY:**

We are an award-winning and accredited not-for-profit that helps people and improves lives through a range of programs and services, including an array of seniors and volunteer services, residential housing, employment programs, and services for children, youth and families. We offer a competitive salary and a rewarding, stimulating work environment.

Reporting to the Director, Finance and Administration, this full-time position is responsible for preparation and coordination of the monthly accounting cycle including monthly financial statements for management. This position also plays a key role in the preparation of the annual budget and the coordination of the annual audit.

### **DUTIES AND RESPONSIBILITIES:**

- Leads the month end, year end, and budget processes by coordinating tasks and deadlines with the finance team
- Preparation and analyzes monthly internal financial reports
- Ensures GST, PST and Charitable tax returns are filed on time
- Prepare WCB quarterly payroll and year-end reports
- Prepares the bank and other account reconciliations
- Preparation of specialized financial reports for program funders
- Provides support for grant funding applications
- Work with payroll to reconcile payroll and accounting records
- Provide support, training and coaching to other members of the finance team
- Lead/participate in process improvement initiatives
- Other ad hoc accounting and administrative duties as required

### **QUALIFICATIONS/REQUIREMENTS:**

- Minimum 5 years of relevant full-cycle accounting experience
- Post-secondary degree in accounting or a related field
- An accounting designation is preferred or near completion

## **KNOWLEDGE, SKILLS AND ABILITIES:**

The following skills and characteristics are necessary for this position:

- A self-motivated and highly-organized individual who meets key deadlines and is able to prioritize competing priorities
- A team player who works effectively with other members of the Finance team
- Thoroughly knowledgeable of the accounting cycle, reporting and analysis
- Intermediate to advanced knowledge of Microsoft Excel
- Strong analytical and problem-solving skills and attention to detail
- Excellent written and oral communication skills
- Knowledge of Sage Accpac a definite asset
- Good time management skills necessary to work well with deadlines
- Prepares high quality professional reporting to management and external parties

### **WE LIVE SAFETY!**

The safety of our clients, staff and volunteers is a priority of Beacon Community Services. We promote healthy and safe working conditions in all of our operations.

## **APPLICATIONS:**

All interested applicants can [Apply Now!](#) quoting the position number **2020-056**. Please note only those applicants who are selected to continue in the recruitment process will be contacted.