



Accountant

You have a passion for making a difference, you crave the opportunity to impact your community and you would describe yourself as someone who seeks a career with purpose. You have a strong internal drive that pushes you to seek challenging work in a collaborative, professional and reputable environment that does meaningful work in Calgary.

At Inn from the Cold, our mission is to offer shelter, sanctuary, and healing to assist homeless children and their families achieve independence. We need passionate, high-performing and solution-oriented team members to achieve our mission and have an exciting and challenging opportunity for the right candidate.

Position Summary:

Reporting to the Controller, the Accountant is responsible for the general accounting, property accounting, internal auditing, cost accounting, and budgetary controls. The Accountant is also responsible for covering accounts payable in the absence of the other accountant.

The Accountant will assist with the preparation of financial statements in support of the Controller, including variance analysis. Liaise with staff, supporting accounting needs related to their program areas. Oversee internal handling cash and incoming funds. Assist Controller with year-end working papers and spreadsheets, preparation for any audits or independent reviews. Complete monthly reconciliation for balance sheet accounts. Maintain up-to-date, filing of supporting documents. Assist the Controller with the preparation of the budget and financial forecasts, maintain other planning and control procedures, analyze and report variances. Government filings including but not limited to Charity Return, Society Return and GST Return. Complete internal reports and external reporting to funders as necessary. Adherence to all policies and follow established procedures. Participate in required meetings providing input and recommendations.

Primary Duties and Responsibilities:

Oversee the financial system and accounting, including but not limited to:

- Preparing and completing deposits
- Prepare journal entries
- Manage pre-paid schedule
- Manage fixed assets including depreciation
- Deferred Revenue/Deferred Contributions
- Reconciliations
- Posting of sub ledgers
- Review and posting Raiser's Edge to the general ledger
- Internal and Funder reporting
- Back up for accounts payable
- Other duties as required



Qualifications:

- 2-year degree or diploma in accounting.
- 5+ years of experience in financial accounting.
- Demonstrated knowledge of accounting and GAAP specific to NPOs.
- Working knowledge of Financial Edge will be considered a strong asset.
- Excellent working knowledge of Excel.
- Excellent communication skills both verbal and written.
- Accuracy and attention to detail while working under tight deadlines.
- Comfortable communicating with all levels of the organization.
- Good interpersonal and customer service skills.
- Solid team player.
- Ability to follow through and complete overlapping projects.
- Good organizational, time management and prioritizing skills.
- High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
- Ability to interpret and implement company policies and procedures.
- Able to maintain confidential information.
- Strong mathematical skills.

Please apply online at: <https://innfromthecold.org/take-action/work-with-us/>

Resumes will be accepted until Wednesday, September 22, 2019

Only those selected will be contacted. No phone calls please.

Values:

- **Embrace Compassion:** we fulfill a duty of care, not only to our guests, but to our colleagues and our community
- **Exhibit Courage:** we uphold the convictions of the organization and support our community, especially when faced with adversity
- **Work Inclusively:** we foster a culture where all stakeholders feel they have an opportunity to turn their potential into performance
- **Demonstrate Respect:** we believe the way we treat each other in achieving our objectives is just as important as what we achieve
- **Act with Accountability:** we demonstrate a commitment to our word, accept responsibility for our mistakes, and take action to address them
- **Encourage Innovation:** we take informed risks and champion new ideas