



**** EMPLOYMENT OPPORTUNITY ****
(Full-time – Permanent)

POSITION: Program Accountant

PROGRAM: Administration (Finance)

PROGRAM: The administrative function provides support to the twenty individual programs located throughout Waterloo Region which employ approximately 170 people. Administrative staff are responsible for some centralized functions (payroll, finance, office services, fund-raising, chaplaincy, volunteer coordination) as well as liaising with program staff and many others to facilitate sharing of information and resources. This position is located at our head office in downtown Kitchener.

PURPOSE: Responsible for all aspects of the monthly accounting cycle and including preparation of internal financial statements in support of program management with particular emphasis on project/grant accounting. To assist with various other aspects of the financial management of the agency including budget preparation, fundraising, cash management, internal and external reporting and financial systems and controls.

GENERAL RESPONSIBILITIES:

1. Carry out month-end financial allocations, reconciliations and preparation of financial statements for numerous operating and non-operating funds
2. Prepare regular and ad hoc analysis and reports in support of program managers
3. Review and administrate revenue and expense contracts
4. Provide financial and administrative support for all fundraising activities
5. Responsible for system and data integrity for financial input application
6. Provide other support and backup to the Financial Director
7. Health and Safety
8. Organization responsibilities

QUALIFICATIONS:

1. Post-secondary education in accounting or equivalent with a CPA designation (or working towards)
2. Minimum five years hands-on accounting, with fund-accounting experience preferred (i.e. not for profit, healthcare)
3. Knowledge of Blackbaud Financial Edge would be an asset
4. Significant experience in a computerized accounting environment using a modular financial application as well as Microsoft Office
5. Knowledge and familiarity with legislation and practices relating to registered charities is preferred
6. Organized, meticulous, accurate and thorough work habits
7. Strong communication, problem solving and organizational skills
8. Commitment to understand and uphold the mission and values of House of Friendship is expected

POSITION DETAILS:

- 37.5 hours per week, primarily 8:30 am to 4:30 pm Monday to Friday
- Frequent interruptions and re-prioritization of work

PLEASE SUBMIT COVER LETTER AND RESUME TO:

humanresources@houseoffriendship.org

POSITION START DATE:

As Soon As Possible

We thank all applicants. Only those selected for an interview will be contacted