

Where Ability Meets Opportunity

At EmployAbilities, it is our mission to provide specialized services to individuals with disabilities or barriers to employment by creating opportunities for skill development, education, and employment.

We envision an inclusive society where all people are valued, respected, and have the opportunity to work to their full potential.

Since 1974, we have served people with disabilities, barriers to employment, and employers, and acted as a voice of community advocacy. Experience and passion have fueled our leadership in developing programs, services, and resources that increase the economic participation and empowerment of people with disabilities and individuals with barriers to employment. Our services are not about entitlement or compromise, but inclusion and opportunity.

Accountant Position

EmployAbilities is currently filling one full-time permanent position of an accountant.

Agency Values and Leadership

- Model and promote the Agency values of compassion, collaboration, innovation, integrity, and inclusiveness.

Responsibilities

- Knowledgeable with the accounting program Sage 50
- Maintains confidentiality with respect to personal and financial information
- Support the administration and coordination of full cycle accounting and financial processes including month end, quarter end, and year end reporting; monthly reconciliations for AR, and AP and facilitating all audit processes.
- Conduct payroll on a semi-monthly basis
- Complete monthly bank reconciliations and supporting schedules.
- Complete all monthly/quarterly/annual recurring and adjusting journal entries.
- Support in monthly reconciliations for various general ledger accounts such as clearing accounts, receivables and accruals.
- Develop and maintain accumulated surplus and other reserve frameworks.
- Complete regulatory filings and remittances to comply with provincial and federal government requirements.
- Provide support in the preparation of Financial Statements and assist in the development of standard internal reporting practices to support management in the analysis and evaluation of financial information.
- Maintain all financial supporting schedules such as cash, rent, prepaids, investments, capital asset, depreciation/amortization, accruals, and lease inducements.
- Reconcile the VISA corporate cards
- Support the development and maintenance of financial controls, budgets and forecast processes.
- Manage budgets, forecasts and reporting of assigned departments
- Manage financial results in monthly/quarterly/annual financial information

Job Posting

- Use financial control measures to identify and monitor standards and performance and identify operational gaps.
- Identify opportunities for automating manual process to improve efficiency and recommending new features for system enhancement.
- Actively collaborate with the development, preparation, and documentation of cash management strategies.
- Keep current with relevant developments and trends in the accounting profession, including i.e. taxation legislation, GAAP standards, auditing practices etc.)

Competencies, Skills & Attributes

- Competencies: Exemplifying Integrity, Fostering Communication, Results Orientation, Service Excellence, Teamwork, Accounting & Reporting, Attention to Detail, Information Gathering and Processing, Processing & Recording Financial Transactions, Reconciliation & Analysis
- Excellent strategic communication skills, to portray ideas, project and process concepts, verbally and in writing with ease and clarity.
- Plan and troubleshoot to address issues and roadblocks as they arise.
- High proficiency in computer applications (MS Word, Excel, and Outlook)
- Demonstrated ability to collaborate and work effectively and productively in a team environment.
- Functions with a high degree of independence, sets priorities and meet time-sensitive deadlines.
- Demonstrated attention to detail and accuracy to provide effective financial analysis

Your Qualifications:

- Post-secondary degree in Business, Accounting, Finance, or a related field.
- 3-5 years of full cycle accounting, including financial statements preparation, reporting, analysis.
- Prior experience in a not-for-profit organization is an asset.
- Proven track record of successful financial management.
- Strong understanding of non-profit governance, compliance, and best practices.
- Excellent communication and interpersonal skills
- Demonstrated leadership ability, with a collaborative and inclusive leadership style.
- Passion for and commitment to EmployAbilities mission and values.

Why Join the Team

We offer an exciting and challenging work environment, as well as a company culture that values *collaboration*, *innovation*, *inclusion*, *compassion*, and *integrity*.

We provide an inclusive workplace with a highly engaged team that collaborates, supports, recognizes, and celebrates each others' differences.

In addition to a competitive salary, we offer a comprehensive benefits package with RRSP matching, a professional development allowance, fifteen (15) paid personal days, telework as appropriate, and many additional perks.

What Our Employees Have to Say

"I love my job and seeing how big of a difference we can make in people's lives. I also am really thankful to have coworkers that genuinely care about one another and support each other."

Job Posting

“Not only does EmployAbilities have good values, it demonstrates those values to clients and staff. It is the best environment that I have worked in, where my input is valued and all people are respected. EmployAbilities walks the talk.”

“I am finally doing what I have always wanted to do as a career. I love the fact I am helping change people’s lives one person at a time.”

“I love EmployAbilities, I’ve been here a long time because I still get excited when I tell people about EmployAbilities. I feel awesome about the work we do.”

How to Apply

Please submit your complete resume and cover letter to: Jason Loewer - jasonl@employabilities.ab.ca. In the subject line, indicate Accountant position.

The deadline for submission is July 26, 2024.

EmployAbilities is an equal opportunity employer, and we are committed to increasing diversity and inclusion in our workforce and in our organizational practices. We encourage candidates of all backgrounds and experiences to apply.

If you require accommodations at any time during the recruitment phase include that information in your application.