

Employment Opportunity
Senior Accountant
Full time position -40 hours/week
Closing Date: Until Suitable Candidate is found

The Calgary Bridge Foundation for Youth (CBFY) is a charitable not for profit youth focused family centered hub that gives power of voice to immigrant and refugee children, youth, and families. CBFY is a core leader within the youth domain in the Calgary settlement and integration sector. CBFY works in collaboration with the two public school boards in Calgary, Calgary Board of Education and Calgary Catholic School District to ensure that youth and their families are equitably engaged to thrive.

Five factors are critical to CBFY's future success. These are 1) quality and sustainability of programming, 2) accessibility to families and individuals, and presence in the community, 3) engaged employees and volunteers, 4) accurate and credibly measured outcomes and 5) impact and expanded capacity to meet the needs of our clients. Employees are evaluated on organizational priorities and the following competencies, measurement, decision making, communication, continuous learning, and positive relationships.

Job Objective

Reporting to the Director of Finance and working in collaboration with the program and administrative staff, the Senior Accountant is responsible for the accounting operations of the organization, to include the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls designed to mitigate risk, enhance the accuracy of CBFY's reported financial results, and ensure that reported results comply with generally accepted accounting principles.

Scope of Duties and Responsibilities:

- Reports directly to the Director of Finance.
- Oversee the operations of the accounting department.

Capital Assets

- Sign off on all capital assets entries entered by the Financial Administrator from ADP into Sage.
- Provide reconciliation of the Capital Asset Register to the Director of Finance on monthly basis.

Payroll and Benefits

- Manage the semi-monthly payroll in ADP for full and part-time staff including compensation calculations, taxes, and other source deductions, mileage, and other employee related costs and reimbursements.
- Sign off on all payroll entries entered by the General Accountant from ADP into Sage.
- Prepare month-end reconciliation schedules for payroll for final review by the Director of Finance.
- Reconcile benefits transactions monthly, prepare any required journal entries and associated month end schedules for review and sign of by the Director of Finance.
- Oversee the RRSP semi-monthly contributions.
- Records of Employment issuance in a timely manner.
- Analyze annual payroll and source deduction balances as at calendar year end and confirm with issue of annual T4s and T4As by ADP.

Month end Balance Sheet Reconciliations

- Reconcile all balance sheet accounts and prepare audit schedules on a month end basis; provide to the Director of Finance for sign off.

Month end Income Statement Reconciliations

- Reconcile all income statement accounts and prepare audit schedules on a month end basis; provide to the Director of Finance for sign off.

Chart of Accounts

- Quarterly review of the Chart of Accounts to ensure compliance with proper account set-up and activation.

Year end Audit Preparation

- Work directly with the Auditors to complete required requests for year end compilation; includes ongoing monthly financial statement reconciliations of accounts and sampling and document requests.

Journal Entries in Sage50

- Prepare appropriate journal entries for capital assets, technology services, payroll, accounts payable and receivable, and scholarships; present all entries monthly to the Director of Finance for sign off.

Global Budget

- Assist in the development of the annual operating budget (Global Budget), in alignment with strategic directions and priorities as determined by the CEO and the Board of Directors.

Accounting Policies, Procedures, and Internal Controls

- Assist in the maintenance of a documented system of accounting policies and procedures; recommend changes when warranted to keep in alignment with annually produced goals and priorities of the Finance Department.
- Maintain and enhance, as necessary, the system of internal controls that verify the integrity of all financial information and the processes to ensure asset protection.
- Testing and remediation of control deficiencies.

Reporting

- Provides comprehensive and timely reporting to the Director of Finance adhering to month end cutoffs on an ongoing basis.
- Assist with the issuance of accurate and timely financial reports including but not limited to internal and external financial statements; monitoring of annual budgets; and measurement against recommended benchmarks and KPIs as established.
- Keep up-to-date, and provide recommendations to the organization, regarding changes in accounting standards impacting the organization.
- Assist in evidence-based financial decision making in all financial matters, including forecasting, reporting, management, and accountability.
- Support the activities of the Director of Finance related to financial reporting, budgeting, and related matters.

Other

- All related department filing soft copy and/or hard copy.
- Other duties as requested by the Director of Finance.

The duties and responsibilities outlined above are representative but not all inclusive. Other related duties as required.

Qualifications and Requirements:

- Degree in Accounting or Finance.
- 3-5 years of non-for-profit accounting experience.
- Excellent verbal and written communication skills.
- Strong organizational skills and high attention to detail.
- Strong Microsoft Office and Excel skills.
- Experience with Sage Accounting software and payroll software (ADP preferable).
- Ability to maintain confidentiality and exercise extreme discretion.

Please [submit](#) your resume and cover letter including salary expectations. We thank all candidates who apply. Only those selected for an interview will be contacted. The Calgary Bridge Foundation for Youth provides equal employment opportunity and encourages applications from all qualified individuals. Visit our website at www.cbfy.ca