

Accountant

Job Posting # E009-18

Lookout Housing and Health Society is a charitable organization and social safety net that provides housing and a range of support services to adults, with low or no income, who have few, if any, housing or support options. As the people we serve have challenges meeting basic needs and goals, we place minimal barriers between them and our services. We believe that helping people help themselves is essential in addressing homelessness and all the issues that surround it. For more information about Lookout, please visit www.lookoutsociety.ca

We are seeking an Accountant who will ensure accurate and timely monthly, quarterly and year end close processes to ensure all financial reporting deadlines are met. Reporting to the Director of Finance, the Accountant will compile and analyze financial information to prepare financial statements, resolve accounting discrepancies and irregularities and will oversee accurate and appropriate recording and analysis of financial information.

Key duties and responsibilities include updating and keeping current Lookout's financial and accounting data and records including journal/ledger entries, checking, and the general ledger.

- Prepares monthly financial statements
- Reviews and posts to general ledger
- Prepares bank reconciliation
- Prepares funder reports
- Prepares the draft budget
- Takes lead in year-end activities

Qualifications:

Accounting designation – CGA, CMA, CPA or CA plus a minimum of 5 years of accounting experience, preferably in a non-profit environment, or an equivalent combination of education, training and experience. Must pass regular criminal record checks. Must be bondable. OFA Level 1 First Aid certificate is an asset.

- Strong communication skills with the ability to articulate, document and convey financial reports and analysis
- Ability to manage high workload with multiple priorities
- Demonstrated good judgement, tact and discretion
- Ability to work independently
- Advanced proficiency with Microsoft Office and related software, including ACCPAC, database management, spreadsheet development and word processing.

Qualified applicants are invited to submit a cover letter and resume to

hrmanager@lookoutsociety.ca

by **5:00 p.m. February 15, 2018**. *Please note only shortlisted candidates will be contacted.*