



## CAREER OPPORTUNITY



PACEKIDS PROGRAMS IS FAMILY FOCUSED AND STRIVES FOR EXCELLENCE IN THE THERAPY, EDUCATION AND FAMILY EMPOWERMENT OF CHILDREN WITH SPECIAL NEEDS.



### General Accountant

1.0 FTE | 25 - 37.5 hours per week

**Full-time General Accountant** - Pacekids Programs is looking to hire a General Accountant to support the Accounting and Finance Team.

Pacekids Programs offers a variety of programs to children in the Calgary area, including our Early Childhood Services Preschool and Kindergarten programs funded by Alberta Learning and our in-home programs funded through FSCD.

The successful candidate will have a strong accounting background and a high-energy, professional attitude. The General Accountant reports to the Accounting Manager.

#### RESPONSIBILITIES

##### Finance Responsibilities

- Review supplier invoices for valid coding, approvals, tax treatment
- Responsible for Accounts Payable invoice entry
- Complete bi-monthly accounts payable cheque run
- Respond to internal and external AP inquiries and reconcile any vendor accounts for discrepancies
- Supervise and direct creation of invoices and reconciliation of daily totals and petty cash
- Reconcile revenue to payment remittances
- Maintain full cycle accounting records, including day to day data entry and general ledger account analysis
- Record bank transactions and bank entries
- Preparation of bank reconciliations for all bank accounts
- Perform month-end closing duties, preparation of accruals and journal entries
- File GST returns
- Assistance in running financial reporting system reports
- Preparing the audit packages for consolidated and program audits
- Assist with annual audit and information gathering for CRA filings
- Prepare and maintain appropriate working paper files and schedules for analysis, support and reporting

##### Documentation & Communication

- Work closely with Program Managers and Supervisors to process changes
- Correspond with both internal and external stakeholders



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- Maintain an accurate and complete trail of supporting documentation
- Recommend continuous improvements to accounting systems and control

#### Team Accountabilities

- Work with the team to address any concerns, and improve processes and procedures
- Assists with special projects as requested/required
- Maintain privacy and confidentiality
- Commit to the values outlined by Pacekids – working to create a positive and respectful workplace culture

#### REQUIREMENTS

- Post-secondary education in Accounting
- Three years' experience in a similar role
- Superior accounting, analytical, communication, and problem-solving
- Fundamental working knowledge of accounting concepts, practices and procedures
- Intermediate computer skills (Microsoft office, Quickbooks and payroll systems)
- Ability to multitask and meet key deadlines
- Strong communication skills
- Excellent organizational skills and strong attention to detail
- Ability to prioritize workload and manage multiple tasks and deadlines
- Ability to work independently and as part of a team
- High level of sound and independent judgment and discretion
- Professional, responsive, and positive work attitude is essential

#### CONTACT

We are looking to fill this position immediately. Please direct your resume, cover letter and salary expectations to: Allison Kavanagh, Accounting Manager at [allison.kavanagh@pacekids.ca](mailto:allison.kavanagh@pacekids.ca).

*Pacekids Programs understands the importance of the right person for the right job, and appreciates a diverse workforce. Pacekids Programs encourages all candidates with the required qualifications to apply for this position, and is committed to working collaboratively on determining appropriate accommodations.*

