



Intermediate Financial Accountant
Permanent Full Time (37.5 hours/week)

Position Summary:

The Intermediate Financial Accountant is a member of the Agency's administrative team and is responsible for finance and accounting operations for the agency.

Responsibilities:

- To carry out work independently – subject to agency policy and generally accepted accounting practices (GAPP).
- Daily responsibilities will include but are not limited to: Maintenance of the general ledger, including all postings, adjusting and closing journal entries, and all account and bank reconciliations.
- Management of accounts payable and cash disbursements, review the accuracy of junior accounting staffs work.
- Prepare, review, and distribute all financial statements, prepare monthly capture reports to consolidate agency program accounting, prepare cash flow reports, provide support to the budgeting process, communicate with external and internal auditors, and prepare year end audit files, some reporting for external funders.
- Prepare and maintain fix asset and deferred contribution schedules, co-ordinate capital expenditure budget
- Establish and maintain systems and controls to verify the integrity of the system, processes and data within the accounting department, development and administer accounting and administrative policies specifically for the department in conjunction with overall Agency policies.
- Actively participate in general operations of the agency, attend management meetings, and communicate with program directors and managers.

Qualifications:

- The successful Intermediate Financial Accountant will have 5+ years of progressive full cycle accounting in an intermediate accounting role.
- Experience in a Non-profit sector would be helpful.
- Ideally you will have an accounting diploma and be actively working toward the completion of your designation.
- This position requires a team player with strong written and verbal communication skills, attention to detail is required and you will have the ability to multi task effectively.
- Computer literacy is a must with intermediate to advance level Excel, Word and outlook. Exposure to Accpac and Avanti payroll software is preferred though not mandatory.

Closing date of competition: until a suitable candidate is selected

Send resumes to:

Human Resources
Aspen Family and Community Network Society
Unit 13, 2115 – 27th Avenue, NE
Calgary, Alberta T2E 7R1
Fax: (403) 250-9420
E-mail: careers@aspenfamily.org

To learn more about Aspen, please visit our website at www.aspenfamily.org

We thank those applicants who are interested in this position. However only those candidates selected for an interview will be contacted.