

Job Vacancy: Corporate Accountant

Organization: Calgary Society for Christian Education

Location: Calgary, AB (In-person role)

Application Deadline: April 30, 2024

The Calgary Society for Christian Education (CSCE) is currently seeking a detail-oriented and experienced Corporate Accountant to join our dedicated team. As a key member of our Business Office, you will play a vital role in maintaining accurate financial records and supporting the financial operations of our organization.

Responsibilities:

- Manage accounts payable functions including invoice entry, payable runs, and post-payment processes.
- Assist in accounts receivable tasks ensuring accuracy and timeliness of entries.
- Reconcile various accounts and ensure up-to-date records.
- Support month-end and year-end closing processes.
- Collaborate with the Director Finance on financial projects and tasks.
- Ensure compliance with accounting standards, especially ASPE and organizational policies.
- Assist in financial reporting and analysis.

Qualifications:

- Diploma or degree in accounting or related field; CPA designation or working towards is an asset.
- Minimum 2-3 years of experience in general accounting.
- Proficiency in Sage 50 or similar accounting software.
- Strong attention to detail and accuracy in data entry and financial processes.
- Excellent organizational and time management skills.
- Ability to work effectively in a collaborative team environment.
- Familiarity with accounting principles and practices.

Skills and Competencies:

- Proficient in Microsoft Office suite, especially Excel and Word.
- Knowledge of financial auditing and internal controls.
- Strong analytical and problem-solving abilities.

- Effective communication skills, both written and verbal.

Benefits:

- Competitive salary based on experience.
- Comprehensive benefits package including extended health care, dental care, and life insurance.
- Paid time off and RRSP matching.
- Company events and a supportive work environment.

If you are a motivated and dedicated accounting professional looking for a challenging role within a supportive organization, we encourage you to apply for the Corporate Accountant position at CSCE. In your cover letter state, amongst others how excited you are to work in Christian School in Calgary.

Please submit your cover letter and resume to toba.dada@calgarychristianschool.com by April 30, 2024