

Role Posting: Accountant



Posted: May 30, 2022

Closing: June 17, 2022

L'Arche is an organization in which people with and without intellectual disabilities share life together based on stated core values, as articulated in our Servant Leadership Model. We live, work, and learn together in our 30 communities across Canada. Founded in 1964, L'Arche strives to shape a more human and just society where each person's gifts are known and celebrated.

Position: Accountant

Location: L'Arche Winnipeg Inc.

Duration: 20 months Term position

Start date: Immediately

Salary: commensurate with experience

Responsible To: Community leader

Position Summary:

The accountant position will be a term full time position (40 hours/week). This person is accountable to the Community Leader and the leadership team. Successful candidate is responsible for monthly and year-end financial reporting, budgeting, government funding application, bank reconciliation, payroll and other accounting related tasks. This is a full time position 8 hours a day Monday through Friday.

Location:

L'Arche Winnipeg community currently has six L'Arche homes in Winnipeg: four homes in the Transcona area, one in Windsor Park and one in St. Boniface area. We also have one person in the Supported Independent Living (SIL) Program. L'Arche Tova Café is our community café that is located in the heart of Transcona. It creates employment for people with and without a disability and serves as an outreach for the community. Our L'Arche Winnipeg Office is located on 118 Regent Avenue East in Transcona. Successful Candidate will work out of our L'Arche Winnipeg Office in Transcona

Major Duties and Responsibilities:

- *Preparing monthly financial statements on time.*
- *Using UKGPro HRIS system to complete bi weekly payrolls and supporting documentation including preparing T4's.*
- *Preparing the Annual Budget and monitoring expenditures.*
- *Presenting Financial Reporting to the Province on time as scheduled.*
- *Completing Annual Charity Return to CRA.*
- *Timely monthly billing for government funding.*
- *Processing bill payment, bank deposits and monitoring cashflow*
- *Assist with grant application preparations.*
- *Preparing fiscal year-end for the external audit including analysis and reports in advance for auditors.*
- *PST & GST remittances, submitting various claims for reimbursement.*
- *Ensuring that there is reasonable internal control over revenues, expenditures and community assets.*

Qualifications, Skills Needed, and Position Requirements:

- *Previous experience with L'Arche or non-profit is an asset*
- *Degree/diploma or previous education background in accounting/ book keeping is required.*
- *More than 3-years full cycle accounting experience is required.*
- *Proficient with MS Office (particularly Excel) and QuickBooks*
- *Previous experience in payroll and T4 filing are preferred*
- *Ability to identify, analyze and resolve financial business problems*
- *Ability to create, maintain, and modify complex spreadsheets.*
- *Experience in the preparation of bank and account reconciliation and journal entries.*
- *Strong attention to detail and a high degree of accuracy*
- *Excellent interpersonal and communication skills.*
- *Organized, Self-motivated and able to work independently with the ability to meet deadlines is essential.*
- *Ability to multitask and problem-solve.*
- *Ability to maintain confidentiality.*
- *Good inter-personal, written and oral communication skills.*

Benefits of working at L'Arche Winnipeg:

- *Casual dress*
- *Flexible schedule*
- *Life insurance*
- *On-site parking*
- *Generous group benefit plan.*

How to Apply:

We value the unique skills, experiences, and insights that each person brings to L'Arche Winnipeg. We are committed to fostering an inclusive and accessible work environment where everyone feels valued, respected, and supported. If you require an accommodation at any point during the recruitment process, please let us know and we will work with you to meet your needs.

We wish to thank all applicants for their interest in the accounting position. Please note that only those selected for an interview will be contacted. Email your resume, cover letter and three references to assistantscoord@larchewinnipeg.org by **June 17, 2022**.