



YMCA of Owen Sound Grey Bruce

700 10th Street East
Owen Sound, ON N4K 0C6
519-376-0484
ymcaowensound.on.ca

We're Hiring!

Accountant

1 Full-Time Position

Health, Fitness & Aquatics Centre; Owen Sound

Start Date: ASAP

Wage Range: Commensurate with education and experience

Role: The Accountant reports directly to the Director of Finance and assists with the day to day accounting operations of the Finance Department. The incumbent will take on leadership and administration of accounts payable, accounts receivable, cash management and other related monthly accounting processes.

Responsibilities include, but are not limited to the following:

- Oversee Accounts Payable, ensuring appropriate coding, verification of information and obtaining proper approvals for payment, including invoice and cheque processing and reconciliation of vendor statements
- Review of POS daily cash sheets and bi-monthly transmission of EFTs
- Oversee Accounts Receivable by processing monthly invoices, statements and reviewing third party monthly billing
- Prepare month-end closing, including processing accruals and posting month end transactions from sub-systems to general ledger
- Produce, review entries and distribute financial statements on a monthly basis.
- Assist department managers with accounting related queries and issues and working on projects as required.
- Prepare financial reporting for third parties as needed.
- Reconcile General Ledger reports to Raiser's Edge reports for charitable receipts
- Assist with report preparation for annual charitable return
- Model appropriate behaviors to staff in line with the Y's Mission, Vision and Values; establishes rapport and maintains effective relationship building behaviors with staff, volunteers and members.
- Represent the Association in a professional manner.
- Understand and integrate the value of philanthropy and volunteerism and impacts this knowledge and belief upon staff, volunteers and members.
- Other duties as required.

*Building healthy
communities*



Qualifications and Skills:

- College diploma in accounting and/or equivalent accounting training/experience
- Minimum three years of accounting experience, preferably in a non-profit/charitable organization.
- Working knowledge of Adagio is an asset.
- Must possess strong computer skills (Microsoft Office, Adagio, Point of Sale systems).
- Must have a strong collaborative work ethic, ability to work on multiple projects and under pressure with tight deadlines and minimum supervision.
- Committed to customer service
- Excellent verbal and written communication skills
- First Aid and CPR-C/AED
- Satisfactory Police Records Check and Vulnerable Sector Check

Only candidates selected for an interview will be contacted.

**Please submit your resume and cover letter to
Carrie Saunders-Willis csaunderswillis@ymcaowensound.on.ca by: noon
on Tuesday, October 10, 2017**

The YMCA of Owen Sound Grey Bruce values the diversity of people and communities and is committed to excellence and inclusion in our Association. We are committed to an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance to arrange reasonable and appropriate accommodation.