



Position Posting

Position Title: Senior Accountant
Competition No.: 20200213
Reports to: Financial Controller
Terms: Full time temporary contract with possibility of permanent full time
Hours of work: Monday to Friday; 8:30 – 4:30

We are currently looking for a Senior Accountant to join our Finance team at Brookes Westshore School Society.

The successful candidate is professional, highly analytical, reliable and competent! As a key member of a small team, you are comfortable working in a dynamic and busy environment bringing your knowledge and experience to bear in both day-to-day activities and meeting reporting requirements on time and accurately.

As Senior Accountant your responsibilities include:

- Preparation of monthly financial reports on a timely basis inclusive of key reconciliations and journal entries
- Lead Accounts Receivable
- Liaise with both internal and external stakeholders to ensure financial efficiency (processing)
- Provide support for banking, such as completing and recording transactions
- Prepare and remit the monthly government remittances
- Review, improve and maintain documentation on accounting processes and policies
- Support the Finance team as the key point person to the Financial Controller

Skills needed include:

- Demonstrated experience with completing accounting reports on time, monthly and annually
- Attention to detail, highly analytical and high accuracy in processing financial transactions and completing reconciliations
- Able to identify and investigate a variety of accounting issues with recommended solutions
- Experience with SAGE Accounting and web-based accounting/information systems, specifically, experience with iFinance and iSAMS will be an asset.
- Proficient with EXCEL and a working knowledge of MS Word
- Experience with Outlook email and exposure to calendar, online storage, etc.

Attributes required for success includes:

- Excellent written and verbal communication skills
- Ability to take ownership of the role and its responsibilities while working within (and fostering) a team environment
- Exceptional work ethic, self-directed and motivated to learn and grow
- Solution-focused with ability to take initiative and problem solve
- Embraces diversity
- Able to handle sensitive information and maintain confidentiality
- Proactive, flexible, patient, sense of humour
- Open-minded, kind, compassionate
- Change-oriented and capable of managing a varied and busy workload

Education and Experience:

- At least two years' experience in a senior accountant level role
- Completion of a University degree in accounting or equivalent
- On track to CPA designation or accounting certification
- Experience working in an educational institution will be an asset

*As we are a school environment all employees are required to complete a Ministry vulnerable sector criminal record check and must be eligible to work in Canada

Our focus at Brookes is to work in a respectful, professional and collaborative manner, seeking solutions to problems, building community and nurturing the talents and skills of all staff. Brookes has a small community of staff that support one another. Staff value the opportunity to work in a diverse environment and to develop their skills in a variety of areas, willing to embrace challenge and to work towards creating a better world through education. Brookes seeks staff who are passionate about working with young people and encouraging them to become responsible, caring and thoughtful young adults.

How to Apply

Please provide a cover letter and resume to <https://brookesschoolcanada.easyapply.co>

We thank all applicants for their interest in this position, however only those applicants that are shortlisted will be contacted.