



# Grande Spirit Foundation

“We provide quality housing that serves the needs of our seniors, families and individuals.”

The Grande Spirit Foundation (“GSF”) organization is recruiting an innovative and business-centric **Accounting Technician (AP/AR)** to join its GSF Finance and Accounting team.

This essential position reports to the Finance Controller and is responsible for processing accounts payable, accounts receivable, entries to the general ledger, and monthly reconciliation of some accounts and general support in the administrative office. The successful candidate will be able to prioritize and manage multiple projects and initiatives concurrently while meeting deadlines. Please note that this position shall also have excellent communication skills and will maintain positive relationships between the management team, employees, and residents.

## **Responsibilities:**

- Process bi-weekly accounts payables as approved by authorized managers
- Process charge changes provided by different levels of management, monthly rental charges and payments, manage the collection of arrears
- Manage EFT for monthly rent payments and associated documentation
- Process general ledger adjustments as approved by Financial Controller
- Post accounts receivable and accounts payable
- Prepare monthly account reconciliations for approval
- Input of different costs to the database, requests and additions/deletions of service
- Provide backup to Financial Controller and Payroll & Benefits as required
- Deliver services based on approved policies and procedures
- Ensure operational compliance with all applicable legislation standards and operational guidelines
- Assists in ad-hoc analysis, duties, and projects as required

## **Experience and Qualifications:**

- Minimum of a two-year diploma in Business Administration, specializing in Accounting/Payroll
- A minimum of three years experience in an accounting or office environment, preferably in a non-profit or another housing management body.
- A combination of training and experience will be considered in lieu of formal educational requirements
- Experience in auditing an asset.
- Skilled with computer software Microsoft Office365 and SharePoint
- Excellent understanding of computerized accounting systems and payroll software; experience with an HRIS is an asset
- Strong interpersonal and communication skills
- Thrive in a fast-paced environment with an ability to multi-task, set priorities, and meet deadlines
- A genuine interest and empathy for the care of senior citizens and low-income families, and individuals

## **Perquisites:**

Grande Spirit Foundation provides great incentives:

- Competitive compensation
- Exceptional Health & Dental Benefits and Life Insurance; along with RRSP matching option
- Great vacation and Work/Life balance incentives
- Supportive in Professional Development and ongoing training for all levels of staff
- The ability to work in a Progressive and Innovative organization

**Interested? Then please apply at [HR@grandespirit.org](mailto:HR@grandespirit.org).**

Grande Spirit Foundation 9505 – 102 Avenue, Grande Prairie, AB T8V 7G9

The Grande Spirit Foundation would like to thank all applicants for their interest in our organization; however, only those selected for the interview will be contacted.

The Grande Spirit Foundation hires based on merit and is committed to employment equity.

We encourage all qualified persons to apply.

Please note that a successful candidate must undergo a Criminal Record Check before commencing the job role.