



Grande Spirit Foundation

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

The Grande Spirit Foundation (“GSF”) organization is currently recruiting an **INNOVATIVE** and **BUSINESS-CENTRIC Assistant Controller** who **LOVES** numbers, financial & accounting processes, as well as creating **AMAZING** spreadsheets that not only are functional but improve everyone’s workflow

This position will be under the leadership of the Finance Controller and is responsible for contributing to the overall financial **SUCCESS** of the organization. The candidate requires **EXPERT** knowledge of complex accounting principles and oversees a variety of **COMPLEX** accounting functions including, but not limited to, **SUPERVISION**, maintaining the general ledger, preparing and/or reviewing financial statements, assisting in the preparation of the annual **BUDGETS** and periodic forecasting, taxation returns and other regulatory reporting. The ideal candidate will be **TEAM-ORIENTED**, with experience collaborating with multiple levels of **STAKEHOLDERS** within an organization. They will have the ability to prioritize effort and manage multiple projects, and initiatives concurrently while **MEETING DEADLINES**.

Responsibilities:

- Oversees the completion of **FULL CYCLE** accounting functions such as accounts payable, accounts receivable, general ledger account reconciliations, bank reconciliations, cash flow analysis, all payroll functions, property accounting, cost accounting
- Maintain and update the organization’s accounting **OPERATIONAL PRACTICES**, functions, systems, policies, and procedures as required
- Assist in the development of and support of the organization’s finance **STRATEGIC** plans
- **DELIVER** finance metrics to Finance Controller, executive, and to the board levels
- Builds effective **RELATIONSHIPS** with internal and external stakeholders
- Provide **SUPERVISION**, mentorship, and direction to the accounting and payroll team
- Assist in the preparation and delivery of information for the annual audit; assist with, develop, and execute analysis and **RECOMMENDATIONS** from the annual audit
- Develop and ensure **POLICIES**, standards, and procedures established for internal controls and record security are adhered to
- Financial analysis as required to **SUPPORT** operations and project decision making
- Prepare financial reports as well as Government **REPORTING**, such as quarterly reports, charity returns, and GST returns
- **PREPARATION** of the monthly and annual operating budgets along with developing the forecasting budget(s) along with maintenance of budgetary controls
- Assists in ad-hoc **ANALYSIS**, duties, and projects as required

Experience and Qualifications:

- A minimum of a Post-Secondary Degree in accounting, finance, or related field required with 3 to 5 years of accounting experience is ideal; preference in a non-profit or another housing management body.
- A combination of training and experience will be given consideration in lieu of formal educational requirements
- CPA designation or working towards a CPA designation is required.
- 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

Incredible Perquisites:

Grande Spirit Foundation provides great incentives such as **COMPETITIVE** compensation; **EXCEPTIONAL** Health & Dental Benefits and Life Insurance; along with an RRSP matching option; **GREAT** vacation and Work/Life balance incentives and lastly **SUPPORTIVE** of professional development and ongoing training for all levels of staff in a progressive and innovative environment.

Interested? HR@grandespirit.org

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