

Accounting Analyst / Consultant

Job Description:

Reporting to Director of Finance, the Accounting Analyst/Consultant is responsible for providing services in accounting that includes, journal entries of transactions, account reconciliations, budget analysis and financial reporting on funding for business areas at CCAB and or program related projects and agreements.

Key duties and Responsibilities

- Point of contact between finance and other departments in relation to all related accounting activities i.e. Accounts Payable, Accounts Receivable, revenue and expenses.
- Provides support in annual budget preparation for the assigned department including analysis and forecasting.
- Monthly and quarterly reconciliations for working budget preparation and updates for assigned departments.
- Assist in AR and fund/grants claim/collection.
- Assist in preparation of final project financial reports.
- GL accounts reconciliation and bank reconciliation.
- In an annual basis, coordinate with external auditors and government funders for each projects financial statement reviews and government audits.
- Assist the Director of Finance for any ad-hoc accounting duties as required.

Qualifications

- BA degree or equivalent from Technical or Community College with major in Accounting/Finance
- 5 or more years experience in a similar role
- CPA designation or pursuing
- Reconciliation and account analysis experience is a plus

Skills

- Accounting Software (QB, FreshBooks, Sage)
- Strong knowledge in Microsoft Excel
- Strong communication and organizational skills
- Team player and leadership skills

This is a contract position on a part-time basis.

Those qualified are asked to submit a cover letter with a resume, outlining experience and suitability for the position to hr@ccab.com. This posting will remain open until position is filled.

We encourage applications from qualified First Nations, Inuit and Métis people and all others interested in the position.

We thank all applicants in advance however only those invited to be interviewed will be contacted. Please no telephone calls.