



JOB POSTING

Title: Senior Accountant

Position Status: Full Time, Salaried

Salary: \$40,000-60,000 plus Comprehensive Benefits Package

Start Date: As soon as possible

Location: 5670 Spring Garden Road, Suite 306; Halifax, NS

Are you someone who thrives on ensuring quality delivery? Are you a process-oriented individual looking for ways to contribute to the community? Do you have a talent for building relationships with cross-functional teams? If so, we'd love to hear your story...

The YMCA of Greater Halifax/Dartmouth is looking for a dynamic professional to join our Association Services team as Senior Accountant.

The YMCA Experience

Since 1853 the YMCA of Greater Halifax/Dartmouth has been connecting Nova Scotians to build healthy communities. As a non-profit charity we provide vital services, including Health, Employment, Childcare/Camps, Immigrant Services, and Youth Development.

At the YMCA we know that our ability to partner with others in our community is through the passion and dedication of our employees and volunteers. In joining the YMCA you will become part of a dedicated network of individuals with great passion for providing a holistic support to the communities in which we serve.

The Opportunity

Reporting to the Chief Financial Officer, as Senior Accountant you play an integral role in ensuring quality, efficient financial administration to support YMCA operations. In addition to ensuring all day to day accounting functions are complete, you provide financial insights and analysis to the Association and supporting Committees. Specifically you will be responsible for:

- Completion of month-end close process, including account reconciliations, journal entries, financial statement preparation, and completion of monthly HST returns.
- Closing off general ledger, accounts payable/receivable and general payroll duties for year end. Completion of T3010s and other statutory filing obligations.
- Apply for and assist operations in all federal and provincial grants (i.e. SEED) and prepare monthly government claims
- Work with external auditors and assist in any required duties.
- Prepare annual YMCA Financial Reports as well as quarterly Quality Funding applications. Reconcile monthly Razors Edge Report for Donations.
- Ensure legal and tax compliance and that maintenance of adequate insurance coverage.

We Offer

As a YMCA staff member you will receive:

- Participation in Comprehensive Group Benefits and Pension Program
- Individual & Family YMCA Membership
- Strong Work Life Balance Programs (i.e. Paid Personal and Vacation Days)
- Discounted Childcare and Program Rates

Qualifications

As a dedicated professional you bring:

- Post-secondary education in Finance, Accounting or related field. Professional Accounting Designation an asset.
- 5-8 years of experience, prior background in Non-for-Profit an asset
- Proven background in effective in-house payroll processes and internal/external reporting
- Demonstrated working knowledge of AccPac, Razor's Edge and Class considered an asset
- Demonstrated ability to foster positive, collaborative working relations across functional groups
- Proven background in quality outcome delivery
- Strong attention to detail and ability to reconcile multiple sources of data
- Ability to manage time effectively and meet multiple, competing deadlines
- Demonstrated ability to tactfully handle sensitive situations
- Strong interpersonal and communication skills
- Intermediate Microsoft Office Suite, spreadsheets, database maintenance
- **Note: Successful candidates will be required to provide a current and satisfactory Criminal Record Check/Vulnerable Sector Check, Child Abuse Registry Check, and proof of valid First Aid and CPR training. Employees will be required to attend YMCA Child Protection Training**

Apply Today

Please email your cover letter and resume in one document to Amy Rector, Human Resources Manager at amy.rector@halifax.ymca.ca by **February 8, 2019**. We look forward to hearing your story.

The YMCA of Greater Halifax/Dartmouth is an equal opportunity employer that 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.