



Accountant

Part - Time, Onsite

Guelph, Ontario

MISSION STATEMENT

Using food, Fanjoy Culinary + Wellness Centre is cooking up change providing educational programs, culinary counselling and life skills training to transitional aged youth 14-29 yrs and their families. We aim to reduce the negative impact of social isolation, poverty and food insecurity across the lifespan.

JOB DESCRIPTION

Are you looking for an accounting role with purpose? As a diligent and focused Accountant you will play a vital role as a trusted advisor to Chef Pam Fanjoy in this fast paced social enterprise environment. You will leverage your varied industry experience in finance and payroll to prepare financial reporting and fiscal maintenance of the records for all funds.

PRIMARY RESPONSIBILITIES & DUTIES

- Maintain general ledger and financial statements for 4 separate small businesses including one Not- for-Profit
- Full cycle accounting, accounts payable/receivable, account reconciliations
- Ensure all filings for Federal/Provincial requirements are met (HST, WSIB, CRA payments)
- Cash flow analysis & reporting
- Process various expense transactions, investigate all invoice concerns or discrepancies, input, track and analyze all expenses while looking for cost savings opportunities

- Prepare and submit monthly / quarterly financial statements for General Manager and Board of Directors (Profit and Loss, balance sheet, write offs and carry overs)
- Track revenue and expenses while producing and submitting final or other reports as required for all grants
- Analyze all financial data and make recommendations for process improvements
- Prepare year end reports and annual tax submissions
- Prepare and maintain payroll for 2-10 employees
- Collaborate with Chef Pam Fanjoy on budgets, variances & process improvements
- Development of financial policy manual and annual updates of the same

COMPETENCIES AND SPECIFIC SKILLS

- Must possess a strong attention to detail with the ability with minimal supervision
- Demonstrates the ability to implement process & cost efficiencies
- High level of critical and logical thinking, analysis, problem solving
- Experience with preparation for annual audits and collaboration with audit team
- Excellent communication, interpersonal and organizational skills
- Ability to analyze the financial statements and advise Chef Pam on the alignment with the company's strategic plans
- Strong knowledge of financial bookkeeping
- Not for Profit experience is an asset
- Understanding of payroll requirements & Employment Standards Act

REQUIRED EXPERIENCE & CREDENTIALS

- Proficient with bookkeeping software, Quickbooks, Microsoft Office and G Suite
- 5 years min full cycle bookkeeping experience in a variety of industries
- Undergrad degree or Diploma in Accounting
- Certified Professional Bookkeeper (CPB) designation considered an asset