

Accounting Analyst / Consultant

Job Description:

Reporting to Director of Finance 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 Excel
- Strong communication and organizational Skills
- Team player and leadership skills

Accounting Consultant is a contract position on a part-time bases as work load is dependent on the number of existing projects.