



<https://onionlakehealth.org/careers/accountant/>

## Accountant – OLHBI Administration

### Description

- Is a mid-level position who understands how every piece fits.
- Is the first line of defense that ensures the accuracy and completeness of financial transactions from every side
- Has in-depth knowledge of the minute details of every transaction entered into the GL by the various accounting clerks or program managers

### Reports to: CFO

### Responsibilities

- Play a role in the daily accounting operations.
- Ensures that all AP, AR, Payroll entries are made as at when due by responsible clerks.
- Focuses on validating integrity of GL figures by doing a daily call-over of postings to the GL accounts.
- Performs adjusting entries as necessary, monthly reconciliation of GL accounts, and monthly bank reconciliation of all bank accounts and credit cards.
- Aids with maintaining the integrity of Fixed Asset Continuity schedule.
- Helps to maintain the Chart of Accounts – structure, numbering, groupings etc.
- Ensures accuracy of Xyntax reports and that internal control procedures are followed.
- Actively involved in process improvements including building templates etc.
- Assists with interim and year-end audit, reporting, budgeting and budgetary controls, preparation of internal management reports, with month-end close, tax and regulatory compliance, and monthly balance sheet reconciliation.
- Any other duties delegated as required.

### Qualifications

- Bachelor's degree in accounting, Commerce, Business Administration or similar educational qualification.
- CPA membership a strong asset.
- Minimum five years financial reporting experience.
- Demonstratable experience of full cycle accounting and month-end close.
- Ensuring the integrity of the General Ledger.
- Work with little supervision.

### Contacts

**DEADLINE DATE: September 6, 2024**

Only qualified applicants will be contacted for an interview.

Interested applicants, who meet the qualifications as listed above, must submit:

### Hiring organization

OLHBI

### Employment Type

Full-time

1. Cover letter
2. Current resume with dates specified
3. LIST of three current references with phone numbers
4. Vulnerable Sector Check/Clear Criminal Record Check
5. Drivers Abstract

**Attention to: Human Resources**

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