



miskanawah

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Accountant

Location: 2235 30 Avenue NE, Calgary, AB
Position Type: Full-time (37.5 hours/week)
Hours: Monday-Friday (9:00 am – 5:00 pm); in person
Program: Finance

Position Summary:

Miskanawah is an Indigenous agency that draws jointly from the strengths and guidance of Indigenous teachings and traditions, and evidence-based practices in human services, to support vulnerable children, youth and families. We are a registered charity.

Reporting to the Director of Finance, the Accountant will be responsible for accounting, reporting and administrative functions.

Responsibilities:

- Maintain both paper and digital accounting records and work to create efficiencies for better workflow.
- Handle accounts payable and receivable
- Process payroll and benefits.
- Process and reconcile credit card transactions.
- Staff expense reimbursements.
- Maintain, track and reconcile petty cash.
- Bank deposits.
- Track and reconcile vacation and other benefits
- T4A tracking and processing.
- Assist with financial reports, budgets, and audits.

Requirements:

- Two to three years of accounting experience.
- Education in accounting and/or business administration.
- Good technical accounting knowledge and skills.
- Experience with QuickBooks desktop or similar software.
- Experience with ADP Workforce Now.



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- Competency in Microsoft applications with intermediate level working knowledge of Excel.
- Charity sector knowledge and accounting experience an asset.
- Strong organizational skills, ability to multi-task and prioritize tasks.
- Excellent interpersonal skills with the ability to effectively communicate with staff and external vendors/parties.
- Continuous learner and exceptional problem-solving skills.
- Ability to adapt to changing priorities.
- Ability to work on-site.
- Ability to work effectively both independently and as part of a team.
- High attention to detail and accuracy.
- Exceptional verbal, and written communication skills.
- Excellent time management skills to handle multiple priorities and time demands in order to meet deadlines.
- High ethical standards and commitment to maintaining confidentiality.

We offer the opportunity to be part of a creative and positive work environment, competitive salary and benefits, professional development opportunities and the chance to be part of a team that supports children, youth and families to thrive within a culturally responsive community.

Please submit a cover letter and resume to Mutriba Din, Director of Finance: mdin@miskanawah.ca.

Start date is immediate and posting will remain open till filled. We thank all applicants for their interest in this position, however, only those selected for an interview will be contacted. We regret that we are unable to accept telephone inquiries.