

Flourish with Carya



Accountant

Since 1910, Carya has been responding to the evolving social needs of the Calgary community.

Today, Carya impacts the lives of thousands of Calgarians through a range of comprehensive, barrier-free programs and services that enhance mental well-being, strengthen families, improve living conditions, and create meaningful social connections. We walk alongside our community, nurturing the unique strengths, abilities, and talents that individuals, families, and communities already possess to overcome adversity and build strong foundations for their futures.

ABOUT THE ROLE

Locations: Central Commons, 800-1000 7 Ave SW, Calgary, AB

Salary: \$49,500 - \$62,500

Full Time Regular: 37.5 hours per week

The Accountant, working under the general direction of the Chief Finance & Risk Officer (CFRO), is responsible for ensuring the accurate and timely execution of the agency's routine financial operations and related accounting tasks. These include managing payables, receivables, bank reconciliations, and providing general ledger support. The Accountant will assist the CFRO in all aspects of general accounting, such as account reconciliations, annual budgeting, month-end and year-end reporting, and GST filing, as needed. Additionally, the Accountant will provide accounting support to the agency's business units.

WHO YOU ARE

- A proactive self-starter who likes to get creative and support on diverse deliverables.
- An organized and critical thinker who can visualize organizational goals and progress towards them.
- A creative collaborator who values professional relationships, belonging, kindness and diverse perspectives.

WHAT YOU WILL DO

Accounts Payable

- Receive invoices, ensuring proper account/program coding, appropriate approvals, and accurate entry into the accounting system.
- Prepare invoice payments using a combination of manual cheques and electronic fund transfers.
- Ensure accurate GST recording to comply with Charitable Organizations rulings.
- Reconcile vendor accounts and ensure invoices are paid in a timely manner.
- Maintain an organized filing system for Accounts Payable (AP) and related documents.

Accounts Receivable

- Generate, review, and distribute monthly invoices using the Client Management System.
- Produce, review, and distribute monthly aged Accounts Receivable (AR) reports; collaborate with Managers and Supervisors to resolve unpaid accounts.
- Assist with or oversee the input of client payments and update financial information in client files under departmental guidance.
- Provide customer service by addressing client inquiries regarding billing and payments.
- Enter monthly journal entries and reconcile QuickBooks accounts with the Client Management System.
- Perform year-end reconciliation of client accounts across systems.
- Prepare invoices in QuickBooks as requested by internal departments.
- Enter payments, monitor aged AR reports, and perform year-end reconciliation.
- Maintain an accurate filing system for AR and related records.



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General Responsibilities

- Assist with transactions involving other general ledger accounts.
- Periodically reconcile key balance sheet accounts to actuals.
- Prepare for the annual audit by organizing documentation, digital attachments, and audit papers.
- Receive and reconcile payments received through reception, mail, and electronic methods.
- Reconcile all payment forms, including cash, credit card, debit, and EFT.
- Prepare and make weekly bank deposits.
- Maintain accurate deposit records and assist in reconciling revenue accounts as needed.

General Administration

- Liaise with and support other administrative functions, including Payroll, Human Resources (People & Culture), Administration, and Information Technology.
- Perform other duties and special projects as assigned by the CFRO.

WHAT YOU BRING

- **Bachelor's degree or diploma in Accounting is required.**
- Three to five years' experience in a related Finance or Accounting position – a combination of relevant experience and education will be considered.
- Proficient in Microsoft Office 365, and Office applications, including Word, Excel, Outlook and SharePoint.
- Experience with accounting software; QuickBooks proficiency is an asset.
- Familiarity with client management software; experience with Jane is an asset.
- Strong aptitude for learning and adapting to new software applications.
- Excellent problem-solving and organizational skills, with the ability to detect and resolve errors efficiently.
- Exceptional attention to detail and analytical skills, ensuring accuracy while managing multiple assignments effectively.
- Strong organizational and time-management skills, with the ability to prioritize tasks, work under pressure, and meet deadlines.
- Exceptional written and verbal communication skills, with the ability to effectively engage at all organizational levels and collaborate within a multidisciplinary team.

WHY JOIN TEAM CARYA

When you join team Carya, you are joining over 100 passionate professionals who exemplify our values of *Respect, Kindness, Creativity, Collaboration, Belonging, Wellness*. Our employees are the heart of our organization and work collaboratively to meet the unique and evolving needs of over 40,000 Calgarians.

At Carya, we take care of our people and proudly provide our employees with:

- Exceptional work life balance including paid vacation time off, personal time off each month and office closures during the year.
- A supportive and flexible work environment that includes professional development opportunities.
- A focus on health and wellbeing including access to virtual mental and physical health supports, employer paid extended health benefits, dental benefits, an annual health spending account and Employer matched RRSP contributions.
- Recognition that peoples are a combination of many intersecting identities; we work to cultivate an environment that welcomes the whole person and harnesses the strength that is available in our diversity, creating a rich and inclusive workplace.

The successful applicant will receive a comprehensive total compensation package including:

- Employer-paid premiums for extended health benefits and 50/50 share of dental premiums.
- Up to 7% RRSP matching.
- Annual Health Spending Account.



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- Three (3) weeks paid vacation pro-rated to start date and eligible for use in the first year of employment.
- Monthly Personal Time Off (PTO) day.
- Paid office closure days between Christmas and New Year.
- Discretionary Day of Observation each year for use on a day that is of personal significance.
- Agency provided property as needed by the role.

CLOSING DATE

Until a suitable candidate is found.

HOW TO APPLY

1. Please submit a single PDF containing your cover letter and resume with your name as the file name.
2. Email your file to HR@caryacalgary.ca with the job title in the subject line.
3. Applications submitted without a cover letter will not be considered.

We thank all those who expressed their interest, however only those selected for an interview will be contacted.

Equal Employment Opportunities, Requesting an Accommodation, and Other Employment Statements

Carya is deeply committed to building a workplace where inclusion is not only valued but prioritized. We are proud to be an equal-opportunity employer, seeking to create a welcoming and diverse environment. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, family status, marital status, sexual orientation, national origin, genetics, neurodiversity, disability, age, or veteran status, or any other non-merit based or legally protected grounds.

Carya is committed to providing reasonable accommodations to qualified individuals with disabilities in the employment application process. To request an accommodation, please contact People & Culture by email at HR@caryacalgary.ca in advance of your interview.

The successful candidate must satisfactorily complete a Police Information Check with Vulnerable Sector Search.

Carya – Nurturing the Potential in Every Calgarian

