



The Promise of Home

**JOB TITLE:** Accountant

**REPORTS TO:** Accounting Supervisor

**DEPARTMENT:** Finance

**LAST UPDATE/REVIEW:** Sept 9, 2024

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### **PREAMBLE**

As a leading senior's residence and provider of senior's continuing care services and programs, Canterbury Foundation (the "Foundation") shares with seniors the "Promise of Home". Person-centred care is the Foundation for all we do in providing safe, quality care and other human services. We offer a home where seniors experience peace of mind and feel like family. All persons are treated with dignity and respect in every interaction. Working for Canterbury Foundation requires that employees exhibit the highest standards of personal behaviour and ethics in every interaction that instil confidence and trust and not bring the Foundation into disrepute. The honesty and integrity of the Canterbury Foundation demand the impartiality of employees in the conduct of their duties.

### **POSITION SUMMARY**

Reporting to the Accounting Supervisor, the Accountant is responsible for managing Accounts receivable functions, Accounts payable support and is back up for the payroll function. Sound knowledge of accounting procedures, excellent customer service and excellent organizational skills are required to carry out a wide variety of duties.

### **KEY RESPONSIBILITIES**

#### **I. HEALTH, SAFETY AND WELLNESS**

- Committed to knowing, understanding and reviewing your workplace hazards as identified by your Workplace Hazard Assessment, Joint Workplace Health and Safety Committee and as outlined in Canterbury Foundations Policies and Procedures.
- Participates in making the workplace a safe environment for staff and residents by reporting unsafe conditions, knowing your rights as an employee to refuse dangerous work, and by participating in training, events and committees.
- Wear appropriate personal protective equipment, footwear and apparel for your role and responsibility for your workday (being mindful of hazards approaching and leaving the workplace).

#### **II. JOB DUTIES AND RESPONSIBILITIES**

##### **Accounting**

##### **Accounts receivable**

- Complete Resident services billing in an accurate and timely manner,

- Use Electronic Funds Transfer (EFT) software, prepare, enter and maintain billings on a monthly basis
- Prepare and process bank deposits in a timely and accurate manner
- Initiate collection process on past due invoices
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and correctly posted
- Engage management over any AR problems encountered
- Audit ledgers to ensure they balance to the GL
- Communicate and resolve with residents about billing discrepancies and questions
- Update Volante POS Software with resident account information in a timely manner
- Preparation of annual rental fee increase notifications and resident receipts (letters) for allowable Canada Revenue Agency attendant care expense deductions available to residents

#### **Accounts payable**

- Reconcile and record monthly corporate VISA expenses
- Ensure entries are keyed to the correct general ledger account
- Work with external auditors
- Record an assortment of monthly bank transactions
- Reconcile and record monthly prepaids
- Review and record monthly depreciation

#### **Payroll**

- Backup for Payroll
- Enter bi-weekly payroll journal and ensure accuracy, work with payroll if there are any discrepancies

#### **QUALIFICATIONS**

- Diploma or degree in accounting or equivalent
- Minimum of two (2) years' experience in accounting, including full-cycle accounting & payroll processing
- Knowledge of generally accepted accounting and bookkeeping principles and procedures

#### **COMPETENCIES**

- Advanced skill with Microsoft Excel with the ability to use formulas, pivot tables and other advanced functions
- Intermediate to Advanced computer literacy of Microsoft Office, Word, Access, outlook and SAGE 300
- Strong organizational skills, and the ability to work under pressure
- Strive for excellence and an ability to work within a team and contribute to a positive work environment.
- Good time management and problem-solving skills.
- Demonstrate verbal and written communication skills (informing/listening/writing).
- Ability to maintain confidentiality.
- Excellent ability to assess work needs, prioritize and adapt to changing routines.

- Commitment to customer relations by being caring and courteous to residents, families, visitors, vendors, contractors and co-workers.
- Awareness of accident and injury prevention, and adherence to safe work practices and procedures; responsible for maintaining self-wellness and reduced absenteeism.
- Driver's License with clean Driver's Abstract and access to a vehicle.

Role is full time. 7.75 hours per day, onsite, Monday – Friday.

Jill Moore

Director Name

Director Signature

Date: Oct 22, 2024