

## ACCOUNTANT

CancerCare Manitoba Foundation is seeking an Accountant proficient in the non-profit environment to join our team in Winnipeg, Manitoba.

Reporting to the Director of Finance & Administration, the Accountant will conduct accounting activities such as preparation and input of journal entries, accounts payable/receivable, donation reconciliation, financial analysis, month end reporting and budget planning. The Accountant will also manage regulatory tax filing, monitor cash flow and manage the coordination and preparation of external audits.

**Compensation:** Hiring range \$85,000 to \$110,000 annually. Pension & Benefits.

### Duties and Responsibilities include but are not limited to:

- Working with departments to ensure execution of day-to-day accounting activities including maintaining accounts payable and accounts receivable, recording vendor invoices, preparing cheques for signature and recording bank deposits
- Preparing monthly financial statements as well as fulfilling other month-end and quarter-end reporting requirements including, but not limited to, specific reporting relating to operating account, endowment and restricted funds, as well as investment portfolios
- Preparing and recording journal entries including depreciation expense, investment income, prepaid expense and deferred revenue
- Preparing monthly reconciliations including payroll
- Participating in budgeting activities with Management Team, including preparing historical analysis, forecasting and variance analysis
- Performing ad hoc analysis and assisting in process improvement projects as needed
- Working cross functionally to ensure complete and accurate input of revenue and expenses
- Ensuring regular communication with the Finance team and department heads
- Maintaining appropriate records in accordance with Canadian generally accepted accounting principles

### Requirements:

- CPA designation with 3 to 5 years accounting experience in a non-profit environment
- Detail oriented with strong analytical and time management skills
- Enjoy working as part of a team as well as independently, adapt to change, manage multiple projects with tight deadlines
- Expert knowledge of QuickBooks or similar accounting program
- Advanced proficiency in Microsoft Excel and Teams
- Proficiency with databases and strong ability to adapt to and learn new software

**CancerCare Manitoba Foundation** is the only charitable organization exclusively fundraising for CancerCare Manitoba. CancerCare Manitoba's main goal is to eradicate a complex set of more than 200 diseases.

While CancerCare Manitoba works in partnership with Manitoba Health, some programs and services are not eligible for government funding. Since 2000, CancerCare Manitoba Foundation has granted more than \$208 million to fund ongoing research, clinical trials, patient care, treatment and support, as well as capital initiatives.

We are proud to support CancerCare Manitoba's internationally-recognized team of health professionals as they provide outstanding quality care for all Manitobans and their families living with cancer.

### To submit your candidacy:

Send your cover letter and resume to [stym@cancercare.mb.ca](mailto:stym@cancercare.mb.ca) no later than January 24, 2024

**Only the candidates selected for interviews will be contacted.**