



Accountant

Specialized Programs and Services to Support the Development of Young Children

Full-Time Permanent Opportunity

We are growing and hiring!

As our new school opens, we're recruiting top talent! Providence is a vibrant, registered charity with a long-established history of providing therapeutic and educational services to families across our 7 schools and childcare facilities in Calgary and surrounding area. Our programs are designed to support young children who may not be meeting typical developmental milestones. Providence provides the opportunity to enhance the health and development of children and their families.

We are currently seeking a highly motivated individual to join our Finance Department as an **Accountant**. This full-time position will start in **April 2025** and will be working on-site at Windsor Park location. The hours of work are 8 AM – 4 PM (Monday to Friday). It is an expectation at Providence that all employees are fully vaccinated against COVID-19 as a condition of employment.

Position Summary:

Reporting to the Finance Manager, the **Accountant** will work as part of the Finance team and participate in the day to day processing of general accounting as well as other monthly accounting procedures. The Accountant will assist the CFO and Finance Manager by initiating and facilitating the completion of expenses and other accounts payable. Additionally, this position will interact closely with other departments to ensure accuracy, timeliness, and completeness of duties. The incumbent must be able to maintain an excellent working relationship with all staff, outside customers and vendors.

Why choose us?

- Paid sick and wellness days to support your work-life balance.
- Paid Christmas holiday break for 2 weeks and 1 week at Spring Break, on top of your accrued vacation time.
- A comprehensive benefits package, including health, dental, and vision coverage, health spending accounts and retirement plans.
- A positive company culture that fosters collaboration to ensure staff feel valued and supported.
- Opportunities for professional growth with continuous training, career advancement, and allowances for learning.

Responsibilities Include:

- Data entry of accounts payable invoices, coding, seeking approvals, vendor relations and inquiries, various journal entries, accruals, month-end closing responsibilities and year-end assistance as required
- Maintain a professional approach when dealing with external clients and vendors
- Match incoming invoices to respective purchase orders
- Reconcile vendor accounts against statements
- Maintain updated documentation of current business processes and support process improvements
- Collaborate with various departments and act as a key finance resource
- Assist and work alongside AP Administrator

- Assist with financial statement audits and respond to audit inquiries
- Assist employees with accounts related inquiries and troubleshooting accounting system issues
- Prepare reports to support data analysis
- Maintain and update accounting filing systems and records
- Ensure ongoing professional development and stay current on new financial management technologies and approaches
- Support other projects and initiatives as required
- Assist the Finance department with ad-hoc duties when needed

Qualifications:

- Bachelor's Degree in Accounting/Finance and CPA designation
- Minimum 3 years' intermediate accounting experience (purchase orders, month-end, expense accruals)
- Proficient in MS Office Suite and Microsoft Dynamics 365 Business Central/Sparkrock 365
- Accounting software experience an asset
- Strong communication, organizational and attention-to-detail skills
- Ability to prioritize, work independently, and meet deadlines
- Professional, collaborative, and able to maintain productive relationships
- Valid first aid and CPR certification required

Please submit your resume via email to the Human Resources Team at: hr@providencechildren.com

Providence is committed to fostering an equitable, diverse, and inclusive workplace. We welcome applications from all qualified candidates which includes but not limited to; visible minorities, Indigenous peoples, persons with disabilities and persons of any sexual orientation or gender identity.

Providence acknowledges that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 6, 7, and 8 and the Six Regions of the Métis Nation of Alberta. We acknowledge the many First Nations, Métis and Inuit who have lived in and cared for these lands for generations. We make this acknowledgement as an act of reconciliation and gratitude to those whose territory we reside on or are visiting.