



**Title: Corporate Accountant**

**Job Description:**

The Corporate Accountant plays an essential role at all levels within MIRARCO's organization. This individual should be dynamic, possess a deep sense of integrity and hold themselves to a high standard of professionalism and ethics. This position seeks someone who is comfortable multi-tasking and efficiently prioritizes tasks.

**Duties:**

Include but not limited to:

- Preparation and analysis of monthly/quarterly consolidated and detailed financial reports and budgets
- Preparation of year end audit working papers for the annual financial audit
- Ensure financial compliance with grants and contract requirements
- Project tracking and financial analysis
- Invoice preparation and A/R management
- Ensure and track budget compliance for all revenues and expenditures
- Updating of accounting policies and procedures as required
- Engage in financial, strategic, and business development planning directly with CEO/President to improve organizational efficiency
- Collaborate with Centre Directors at MIRARCO on financial requirements/inquires
- Liaise with clients and partners as required

**Qualifications:**

- Bachelor's degree in Accounting, Business, Commerce, Finance or a related field
- Accounting designation (CA, CGA, CMA or CPA) preferred

**Requirements:**

- Minimum of five (5) years' experience in Accounting and strong GAAP knowledge
- Knowledge of not-for-profit organizational environment
- Excellent knowledge and use of accounting software in all accounting functions, reporting, etc. Experience with Deltek Vision would be an asset.
- Knowledge and proficient competence of computer software (eg. Microsoft Office, Excel, PowerPoint, Word, etc.)
- Demonstrated strong interpersonal and collaboration skills in an innovative environment
- Bilingual candidate preferred

**Salary negotiable dependent on experience.**

Interested candidates should email [info@mirarco.org](mailto:info@mirarco.org) and provide a cover letter and a resume. Please reference job name **Corporate Accountant** in email field. Applications will be taken until January 10<sup>th</sup>, 2019. Only successful candidates will be contacted.