

## **ACCOUNTING MANAGER**

We are currently recruiting for a flexible, remote work Accounting Manager position with a local, growing non-for-profit organization. The Accounting Manager is responsible for all accounting processes, payroll, payables/receivables, and account reconciliation, while supporting the Executive Director and Finance Committee. This role ensures accurate financial operations, including month end reporting, and works independently to maintain proper accounting.

### **WHAT WE CAN OFFER:**

- Flexible, Remote work
- Approximately 25 hours per week (4 hours in office)
- Comprehensive health benefits package, pension matching, and paid sick time

### **WHAT YOU WILL DO:**

- Manage accounts payable/receivable, bi-weekly payroll, month ends, reconcile accounts & petty cash, and process bank deposits.
- Communicate regularly with the Executive Director and Board on financial status and prepare monthly financial statements.
- Enter financial data into QuickBooks online, update personnel files, and handle payroll requests.
- Oversee budgets, monitor program finances, assist with funding applications, and collaborate on budget creation with the Executive Director.
- Act as the main contact for auditors, ensure compliance with reporting requirements.

### **WHAT YOU WILL NEED:**

- Experience and education in bookkeeping or accounting, with flexibility for varying combinations.
- Experience with end-to-end bookkeeping, preferably in a non-profit environment.
- CPA designation is a strong asset; experience with accounting processes, budgets, and financial reporting preferred.
- Proficiency in QuickBooks Online and MS Office; capable of learning new technology and systems.
- Strong interpersonal, communication, and organizational skills; ability to work independently and manage competing deadlines.
- Ability to use desktop computers and office equipment with manual dexterity, sit for prolonged periods, and work beyond regular hours as needed to meet deadlines or complete tasks.

# John Howard

THE JOHN HOWARD SOCIETY OF BRANDON INC.

153 8th Street  
Brandon, MB R7A 3W9  
Tel. 208-727-1696  
Fax. 204-728-4344  
[www.brandonjohnhoward.ca](http://www.brandonjohnhoward.ca)

## **APPLY TODAY!**

To apply for this opportunity, please send your cover letter and resume to [apply@westcanhr.com](mailto:apply@westcanhr.com). For more information about this position, or for a detailed job description, call our office at 204-727-0008.

Only the applicants who are selected for further consideration will be contacted. We thank all jobseekers for their interest and potential application.

## **WHY SHOULD YOU WORK FOR OUR CLIENT?**

Further information about our client, the employer, will be shared with candidates who are being considered for the role. If you are interested in this opportunity, we encourage you to apply, we look forward to reviewing your resume.

## **ABOUT WEST-CAN HR**

Our team of Recruiters and HR Professionals are experts at matching jobseekers with career opportunities. Our goal is to connect with jobseekers and support their job search by utilizing our community connections and Jobseeker Network.

If you apply for this position and are selected for further consideration, this is our process:

1. We screen applicant resumes based on the required qualifications for the role.
2. We contact qualified individuals that are part of our Jobseeker Network to share the opportunity with them.
3. If selected, you will meet with the Lead Recruiter so we can learn more about you, your work experience, skills, and qualifications.
4. The top candidates are presented to the employer for selection. From there, we support the interviewing and hiring process.