

## Who are we

Knowles Centre is a community-based, non-profit social service agency for children, adolescents and young adults facing difficult times in their lives. It began as a home for boys in 1907 and today provides a range of therapeutic and skills-based programs to young people from Manitoba and other communities throughout Canada.

Knowles Centre is made up of a team of 130 full-time, part-time and casual employees. Each day we strive to help young people and their families address past struggles, develop healthier relationships and ways of life, and reach their full potential in the future.

We do this by providing the following programs:

- Healing Homes
- Treatment Foster Care
- SAIL Program
- Day Treatment
- Sexual Abuse Treatment
- Moving Forward Counselling

In addition, we offer or arrange support services that complement our core programs, including:

- *Biimautaziwin* Aboriginal Cultural Program
- Recreation Program
- Camp & Outdoor Education Program
- Access to psychiatric consultation
- Program partnerships with River East Transcona School Division

Knowles Centre is a registered, non-profit, charitable organization governed by an elected Board of Directors.

## We are hiring! Accountant (full-time, permanent)

The Accountant is involved in all aspects of financial operations and will assist the Director of Finance in analyzing accounting data and preparing reports, and assisting with payroll functions. The Accountant will provide support to all departments and external agencies.

The Accountant reports to and receives regular support and supervision with the Director of Finance & Admin, and works collaboratively with the payroll assistant, accounting assistant and human resource coordinator.

The Accountant works 35 hours a week in our picturesque North Kildonan campus, from 8:30 am to 4:30 pm, Monday to Friday.

### Main Responsibilities:

- Summarizes current financial status by collecting information, preparing balance sheets, profit and loss statements, and other reports on a monthly basis.
- Maintains internal accounting controls by preparing and recommending policies and procedures to management.
- Examines bank statements and reconciles to general ledger entries.
- Monitors the cash flow in and out of organization.
- Tracks and manages Knowles Centre's assets.
- Communicates with relevant external agencies on financial matters.
- Coordinates and liaises with external auditors.
- Communicate with Director on work status and accounting issues that arise.
- Complies with provincial, federal and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.

Qualifications:

- Currently enrolled in CPA program
  - Thorough knowledge of basic accounting procedures and principles.
  - Experience with creating financial statements.
  - Experience with general ledger functions and the month-end/year-end close process.
  - Excellent accounting software user (Sage Accpac preferred) and administration skills.
  - Proficient in Microsoft Excel, Word and Outlook.
  - Accuracy and attention to detail.
  - Valid Manitoba Driver's License
  - Satisfactory Child Abuse Registry, Prior Contact, Adult Abuse Registry and Criminal Record Reference checks.
- Proof of complete COVID-19 vaccination status.

*Knowles Centre is committed to providing a safe environment for children and youth. Applicants considered for hire require satisfactory Child Abuse Registry, Prior Contact, Adult Abuse Registry and Criminal Record Reference checks.*

### Why work at Knowles Centre?

There are great opportunities open to those who know making a BIG difference starts with the little things.

- Competitive salary
- 3 weeks' vacation to start
- Paid sick time
- Free parking
- Defined benefits pension plan
- Extended health plan and long-term disability
- Optional additional life insurance
- Support for life-long learning and professional development

**Posting date:** Tuesday, April 26, 2022  
**Deadline for applications:** Tuesday, May 10, 2022 @ 4:00 p.m.  
**Tentative start date:** As soon as possible

Indigenous candidates are strongly encouraged to apply.

All applicants are required to submit their résumé and cover letter, as well as complete an [employment application](#) (available on our website) to:

Human Resources  
Knowles Centre Inc.  
2065 Henderson Highway  
Winnipeg, MB R2G 1P7

Or email: [swagner1@knowlescentre.org](mailto:swagner1@knowlescentre.org)

We thank all who apply; however only those applicants selected for an interview will be contacted.

Knowles Centre acknowledges that we are gathered on Treaty 1 territory, the traditional territory of Anishinaabe, Cree, Oji-Cree, Dakota, and Dene People, and the homeland of the Métis Nation. With the spirit of reconciliation and decolonization, we seek to understand our place in history, and build alliances with Indigenous communities through education and collaboration.