



Job Posting (Internal/External)

Accounting Clerk

Temporary Part-Time – (0.5 FTE/20 hours per week)

Inclusion, Independence, Support, and Acceptance

Breton Ability Centre (BAC) is a purpose-driven organization committed to fostering greater inclusion, independence, support, and value for all people living with disabilities in Cape Breton. We are a leader in transformational change by focusing our efforts on helping people with varying abilities achieve their full potential and live a life that is meaningful to them.

We do this through person-directed planning by creating individualized plans for each person we serve and support them and their choices through supported decision-making and developing social, personal, vocational, and educational skills that will help them transition into community-based living options and participate actively in their community of choice.

Our service streams include a suite of living support options. Our initiatives such as Positive Behavior Support, Low Arousal Approach, Flourish – the Youth Day programs, Innovative community-based options, Learning and Employment services, Outreach Services, Social Enterprise, and Person Directed Planning program have been recognized as flagship programs at BAC.

Our staff are passionate advocates for people with disabilities and we inspire this passion by investing in staff development, wellness, and safety.

We are looking for an Accounting Clerk:

We are currently seeking an enthusiastic innovative leader to join the Finance & Administration Team for **temporary part-time employment (20 hours per week)**.

The Position:

Reporting to the Senior Finance Manager, the Accounting Clerk will provide a variety of financial administrative support functions. Duties will include accounts payable, general ledger administration, payroll, resident trust accounts, assisting with the year-end audit, benefits administration, and quality management.

Responsibilities:

- The Accounting Clerk will complete all functions related to accounts payables and be responsible to learn and use the provided accounting software.
- Update the general ledger by preparing journal entries, reconciling ledger accounts, and bank reconciliation.
- Complete all duties specific to Payroll including processing scheduling information, including discrepancies, and obtaining overtime and payout approvals.
- Resident trust accounts, prepare journal entries, and reconcile ledger accounts including month-end accruals.
- Year-end audit, work closely with the finance team to provide all relevant documents as requested by the auditors.
- Benefit administration, prepare monthly benefit invoices for employees on LOAs while working closely with HR to ensure timely payments.
- Quality Management, working as part of the finance team and assisting other team members as needed. Ensuring best practice standards and risk management processes are followed. Must build and manage positive relationships and be able to bring emerging issues to the senior manager of finance as they arise.

Qualifications

Knowledge and Skills:

- Excellent computer skills-specifically with Microsoft Office and Excel.
- Superior data entry and keyboarding skills.
- Strong accounting skills.
- Strong communication and organization skills.
- Ability to be self-directed and motivated.
- Must be able to multi-task and meet tight deadlines.
- Medical terminology would be an asset.
- Team Skills – the ability to fill in other service areas when required to meet demands.
- Ability to establish and shift priorities as required.

Requirements:

- Minimum completion of a 2-year post-secondary diploma in accounting/business required; preference is given to candidates with a completed business degree with a major in accounting.
- Grade 12 High School diploma or equivalent
- 3 – 5 years of recent experience working in a computerized financial/accounting environment
- Experience working with persons with disabilities (intellectual, mental health, physical) and with complex needs would be considered an asset.
- Friendly and positive individual who can work in a fast-paced environment.
- Clear criminal Record Check
- Valid Drivers license

Posting closes: January 17, 2025

Interested applicants should submit a current resume and cover letter to:

Human Resources
Breton Ability Centre
hr@cb-bac.ca

We thank you for your interest and submission. Please note, only those selected for an interview will be contacted.