



POSITION: Bookkeeper

POSITION SUMMARY:

This full-time position is based in Edmonton, Alberta.

Alberta Native Friendship Centres Association (ANFCA) is seeking a qualified Bookkeeper. The candidate will work closely with the CFO to maintain financial accountability requirements of ANFCA.

CANDIDATE PROFILE:

The successful candidate will have the following:

- Post-secondary degree, diploma, or certificate in Accounting, Finance, or Business Management.
- Demonstrated current experience in accounting (a minimum of five years); and experience that relates to the duties and responsibilities specified.

KEY ACCOUNTABILITIES:

- **Accounting:**
 - Accounts Receivable, Accounts Payable, General Ledger, and reconciliations, assist with budget tracking, ratio analysis, and audit preparation.
 - Support compliance and regulatory requirements.
 - Maintain internal controls.
- **Reporting:**
 - Prepare monthly and quarterly financial reports.
 - Assist and communicate with Friendship Centres for reporting and budgeting.
 - Keep track of reporting timelines.
- **Contract Documents:**
 - Assist in creation of contract documents pertinent to funding (i.e. contribution agreements, payment letters, updated cashflow templates, etc.).
 - Develop and maintain efficient and effective recordkeeping systems and procedures.
- **Other Duties:**
 - Other duties as assigned by the CEO, COO, and CFO.

CORE COMPETENCIES AND ATTRIBUTES:

- Software Usage Proficiency: Intermediate to advanced Microsoft Office capability including Excel, Word, Teams and digital meeting platforms.
- Possess at least five years' accounting / financial knowledge, terminology and how to use accounting software (Sage Intacct).
- Possess a working knowledge of financial cashflows, budgeting, forecasting and other financial documents such as income statements and balance sheets.
- Ability to gather and research relevant data, compile information, and prepare reports.
- Organizational Skills: Has strong organization and process skills; meets deadlines; is able to prioritize a diverse workload and manage multiple activities at once; has keen attention to detail, accuracy and quality.
- Self-motivated and collaborative: Capable of demonstrating independence and positive team collaboration.
- Communication Skills: An excellent communicator with strong written and verbal skills.
- Analytical and Decision-Making Skills: Strong conceptual and analytical skills, with the ability to recognize as well as assess emerging issues and situations objectively, think creatively outside the box, and make sound decisions; is decisive and accountable.
- Knowledge of urban Indigenous Friendship Centre Movement, structure, and processes will be considered an asset.

COMPENSATION:

The compensation for this position will be competitive and commensurate with experience, aligning with Alberta Native Friendship Centres Association's commitment to attracting passionate and skilled individuals. Specific details regarding salary and benefits can be discussed during the hiring process.



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TO APPLY:

Please submit your resume and cover letter to cfo@anfca.com with 'Bookkeeper' in the subject line. In your cover letter, please clearly demonstrate your qualifications for this position.

Please note: Due to the sensitive nature of this work and as an employee of ANFCA, the successful candidate will be required to undergo a criminal record check and vulnerable sector screening.

ANFCA is an equal opportunity employer and encourages applications from all qualified individuals. We are committed to creating a diverse and inclusive workplace. ANFCA is committed to having a team that reflects the communities in which we and our member Friendship Centres live and work. As an Indigenous organization, we focus our efforts on recognizing the diverse talents that will drive our organization forward and we respect and value the broadest range of experiences, genders, ethnicities, and perspectives as key elements of our culture.

APPLICATION DEADLINE: This opportunity will remain open until a suitable candidate is found.