



LOCH LOMOND VILLA EMPLOYMENT OPPORTUNITY

ACCOUNTANT (FULL-TIME)

Loch Lomond Villa is a community of health and social care providers committed to enhancing the lives of our residents where they are proud to call us their home. Our comprehensive person-centered approach ensures our residents receive the most innovative and expert care possible, while our compassion and dedication keep our focus exclusively on the individual. Our core values, along with our Planetree Continuing Care Philosophy, form the basis of our relationship with our residents, their families, our staff, and the community. Loch Lomond Villa is nationally accredited (Accreditation Canada) and is the 2nd largest Planetree Designated Continuing Care Community in the world. As the 2nd largest nursing home in Region 2, we have proudly served our residents and the community for 50 years.

Loch Lomond Villa Inc. is currently seeking applicants for the position of a full-time Accountant working directly with our Director of Finance.

Qualifications:

- University degree or related College diploma with a minimum of 3-5 years' experience in a senior accounting position.
- Exceptional computer skills including experience with financial systems (Sage AccPac) and Microsoft Office
- Detail oriented with strong analytical skills
- Ability to work independently, adapt to change and multi-task
- Must be willing to work as part of a cohesive team.
- Experience in a non-profit organization considered an asset.
- Must provide a clean Criminal Record/Vulnerable Persons check, and clearance must be obtained from Social Development Vulnerable persons database.
- Must provide a pre-employment medical, negative Covid-19 test and be fully vaccinated.

The successful applicant for this position will be responsible to:

- Prepare accurate and timely financial statements and supporting financial information
- Prepare daily journal entries and general ledger account reconciliations
- Prepare variance analysis to budget and forecast
- Prepare monthly revenue and HST reports
- Reconcile all corporate banking transactions
- Complete monthly cash flow analysis
- Prepare and submit all CRA remittances
- Perform daily routines and month end procedures
- Maintain overall responsibility for accounts payable, receivable and payroll
- Prepare and oversee data entry for all accounting activities
- Compile schedules and working papers for year-end audit
- Prepare the annual budget

Please apply in writing with a resume to the undersigned no later than Friday, May 27, 2022

Bev Wilkins, Office Manager
Email: bwilkins@lochlomondvilla.com
Fax: 506-643-7179

We thank you for your interest, however, only those chosen for interviews will be contacted.
Visit our website at: www.lochlomondvilla.com