



## Senior Accounting Technician

**Location:** Montreal, QC / Partially Remote

**Position status:** Regular Full-time, 35 hours per week

### Why Join The Kidney Foundation?

Excellent kidney health, optimal quality of life for those affected by kidney disease, and a cure. This vision drives us to build community connections, fund research and deliver programs and services that make a difference in the lives of those impacted by kidney disease, while engaging them in a community of care and support.

You can make a difference by joining our dynamic and dedicated team at The Kidney Foundation of Canada!

### What do we offer?

- A hybrid working environment
- Support for a home office set up and monthly home internet allowance
- 3 weeks annual vacation (6% of earnings)
- 10 Health (sick) days per year
- 15 paid holidays per year
- Participation in the Group Insurance Benefits plan
- Participation in the Group RRSP (employer contribution 5%)
- A full employee assistance program
- A culture that supports continuous learning and development

### Job Overview:

Reporting to the National Director of Finance, the senior accounting technician is responsible for executing a variety of technical tasks related to the management of the Foundation's financial resources. The successful candidate will execute the complete accounting cycle, including the trial balance, and serve as a resource person with internal and external stakeholders.



## What You Will Be Doing:

- Accounts receivable: Prepare deposits and enter information in the accounting software. Prepare billing, forward invoices and follow up with the accounts receivable clerk.
- Accounts payable: Treat disbursements by reconciling supporting documents, codification and the approval of invoices. Enter information in the accounting software, print cheques and prepare documents required for the signature of cheques.
- Inventory: Update the perpetual inventory record, ensure that inventory receipts and disbursements are properly recorded, execute the proper control through inventory management.
- Analyses of the balance sheet account: Carry out various account analyses.
- Prepare the required journal entries.
- Reconcile national campaign revenues and prepare statements; the files are very complex and require advanced skills in Excel
- Bank reconciliations (multiple bank accounts)
- Prepare daily net cash flow reports and other report reconciliations, where required (including the interim balance sheet)
- Any other tasks related to this position

## Qualifications, Skills and Experience Needed:

- Minimum two years' experience in a similar position
- Solid bank reconciliation experience
- Experience working with AccPac
- In-depth knowledge of Microsoft Office and Excel (mandatory)
- Bilingual in French and in English, written and spoken (the ability to function in English is a requirement of this position due to the support provided to Branches across Canada)
- Excellent communication and interpersonal skills, ability to work as part of a team and to multi-task, and ability to work in rapidly evolving environment
- Motivated, ability to work under pressure and meet tight deadlines.

## How to apply?

Email your resume to: [resume@kidney.ca](mailto:resume@kidney.ca)

Include a cover letter letting us know why your skill set and experience would be a good fit for this role.

We wish to thank all applicants for their interest and effort in applying for this position; however, only candidates selected for interviews will be contacted.

This position will remain open until a suitable candidate has been found.



## More about The Foundation?

To learn more about The Foundation and explore our vision and mission, please visit our website at [kidney.ca](http://kidney.ca)

**At The Kidney Foundation of Canada, we value diversity, which helps us to understand and meet the needs of the people we serve. We also recognize the important role it plays in fostering creativity and innovation.**

**The Kidney Foundation of Canada welcomes and encourages applications from people from all walks of life, including diverse gender identities, Indigenous Peoples, visible and ethnic minorities, and people with disabilities. Accommodation is available confidentially upon request for candidates taking part in all aspects of the selection process.**

*The Kidney Foundation of Canada complies with the requirements of Bill 96.*