



NACL

Accountant

The Nanaimo Association for Community Living (NACL), a non-profit organization providing services to developmentally disabled people, invites applications for a full-time **Accountant**. The incumbent is responsible for all accounting functions including: payroll for over 130 union and non-union employees, accounts receivable and payable (including approximately 100 contractors), forecasting, budgeting, financial reporting, and investments. The Accountant is a member of the Senior Management Team, and reports directly to the Executive Director.

QUALIFICATIONS:

1. Preferred accounting designation (CPA), or other formal training in not-for-profit accounting theory and practice, combined with several years of accounting experience.
2. Minimum five (5) years' experience in a senior accounting role preferably in a non-profit charitable organization.
3. Excellent computer skills (Simply Accounting, Microsoft Office, and ComVida EMS are assets).
4. Excellent oral and written communication skills.
5. Experience administering payroll in a union environment preferred.
6. Supervisory experience preferred.

A full job description is attached.

Please submit resume to:

Graham Morry, Executive Director
Nanaimo Association for Community Living
#201 – 96 Cavan Street
Nanaimo, BC V9R 2V1
Fax: (250) 741-0227
E-mail: graham.morry@nanaimoacl.com

Deadline is noon on Tuesday, September 12, 2017