



# OFFRE D'EMPLOI/JOB POSTING

*Un environnement francophone de qualité où  
chacun grandit, apprend et s'épanouit.*

La Boîte à soleil is a francophone childcare organization that offers a warm, secure and stimulating environment to all children in the Niagara Region. With competent, passionate staff and a setting based on the principles of play based learning, we provide high quality programs and services that respond to parent's needs. Our vision is an environment where everyone thrives, learns and grows.

## RESPONSABLE COMPTABLE/ACCOUNTING MANAGER POSTE PERMANENT À TEMPS PLEIN/PERMANENT FULL TIME - WELLAND

We are looking for a permanent (30 hrs/week) Accounting Manager who will be responsible for the financial transactions of the organization as well as preparing month-end/year-end reports and reconciliations.

### RESPONSIBILITIES

- Accounts Payable
- Accounts Receivable including weekly parent billing
- Payroll & benefits administration
- Niagara Region monthly reporting and reconciliation
- Journal entries
- Annual tax receipts and year end reconciliation and reporting
- Monthly reconciliations including banking, credit cards, general ledger, employee benefits
- Budgeting
- Financial summaries and reports as needed

### POSITION REQUIREMENTS

- Post-secondary diploma or degree in Accounting as well as 3-5 years of accounting experience.
- Computer proficiency in MS Office and accounting software.
- Detail oriented, efficient and accurate work quality, problem solving, communication and financial analysis skills.
- Ability to work independently and as part of a team.
- Positive attitude and willingness to support the work of the organization as a whole.
- Ability to work in a French/English environment is required. Accounting software program is French and communication will be in both languages.

### REMUNERATION & BENEFITS

- Salary TBD (based on experience)
- Benefit plan (Health and Dental co-pay with employer) and RRSP Contribution Plan
- Flexible work hours with personal/health days

Please submit your resume and cover letter to [finance@laboiteasoleil.ca](mailto:finance@laboiteasoleil.ca) by May 19, 2017. We thank all those who apply and will contact candidates who are selected for an interview. La Boîte à soleil is an accessible, equal opportunity employer.