General Accountant

**Status:** Full-Time  
**Location:** Toronto, ON

Are you an influential communicator? Someone who enjoys building lasting relationships? Seeking to make a difference in the not-for-profit world and in people’s lives? Do you want to work for an amazing cause at a successful national charity?

*If so, we’d love to hear from you!*

**About Us:**

Cystic Fibrosis Canada (CFC) is a national charitable not-for-profit corporation established in 1960, and is one of the world’s top three charitable organizations committed to finding a cure for cystic fibrosis (CF). As an internationally recognized leader in funding innovation and clinical care, we invest more in life-saving CF research and care than any other non-governmental agency in Canada.

**Overview:**

As the General Accountant you will be responsible for the design and distribution of financial reports for the organization; assist with the foundations budgeting process; maintain the General Ledger; and provide analytical reviews and analysis of financial information. In this role you will report directly to the Senior Manager, Finance.

**Qualifications & Skills:**

- Currently enrolled in a CPA program;  
- Proficient in Microsoft Word and Excel;  
- Working knowledge in Accpac or comparable accounting software;  
- Experience in creating financial reports;  
- Detail oriented;  
- Ability to work in ambiguity;  
- Work well in team environment;  
- Strong written and verbal communication skills.

**Responsibilities:**

- Ensure the accuracy and integrity of the GL and financial statements (including variance analysis);
• Ensure Chapter Deposits and Expenses are recorded accurately in the GL;
• Record Journal Entries as needed, including entries at the quarter-end, year-end, and for the annual audit;
• Maintaining Balance Sheet reconciliations;
• Reconcile banking records against CF Canada’s records for multiple bank accounts;
• Design and maintenance of financial reports as needed;
• Prepare quarter-end and year-end financial statements for CF Canada and Chapters;
• Answer queries regarding financial statements including those from Chapter personnel, volunteers, and National office staff;
• Assist in preparation of schedules for the annual audit;
• Analytical review of financial statements and budget;
• Provide and assist in developing controls and standards for the revenue processes of the organization;
• Prepare the budget forms and assist in the budget process for the organization;
• Provide support to the regions;
• Provide additional assistance to the Chief Financial Officer and Senior Manager, Finance as requested.

How to Apply:

Please submit your resume and cover letter to hr@cysticfibrosis.ca. Please indicate “General Accountant” in your subject line, and include your salary expectations.

*Note: All job postings will be open a minimum 5 business days from the date of posting.

While, we wish to acknowledge all applicants, only those selected for an interview will be contacted.

Cystic Fibrosis Canada is committed to making the recruitment process accessible to all candidates. Accommodations for disabilities are available upon request.

For additional information on our values (Excellence, Accountability, Caring & Teamwork), Cystic Fibrosis Canada and the courageous fight being waged against this disease, please visit www.cysticfibrosis.ca.