

# JOIN US



## *We Are* **HIRING A CONTRACTOR** **ACCOUNTANT** **(8-10 HOURS PER WEEK)**

The Calgary Chinese Elderly Citizens' Association is a charitable organization that provides a supportive environment for the enhancement of well-being of Chinese older adults and to integrate into the Canadian society.

We are seeking a highly skilled, detail-oriented, and experienced Contractor to join our team as an Accountant. The ideal candidate will manage financial records, ensure compliance with regulations, and provide accurate and timely reporting to help drive informed decision-making.

### Key Responsibilities:

- Manage the full cycle of bookkeeping; plan and coordinate all accounting operational functions
- Prepare and maintain financial statements and other financial reports including summary of monthly investment transactions
- Handle accounts payable and receivable, ensuring accuracy and timelines
- Manage payroll, ensuring compliance with tax regulations and timely payments
- Reconcile bank statements and other financial accounts
- Assist in and manage budgeting and financial forecasting
- Manage proper recording of various program revenues and expenditures
- Ensure compliance with local, provincial, and federal regulations
- Support year-end closing processes, audit and preparation of GST filings
- Provide advice on cost-saving measures, financial efficiency, and internal controls.
- Perform other duties as required by the management

### Qualification and Skills:

- Bachelor's degree in Accounting, Finance, or related field (or equivalent experience)
- CPA or equivalent certification is an asset
- At least 10 years of experience in accounting, bookkeeping, or a related field
- Proficient in accounting software, particularly QuickBooks
- Knowledge of all different investment transactions, income and reporting
- Strong understanding of accounting principles, tax laws, and financial regulations
- Fluency in speaking and writing English and Chinese (Cantonese or Mandarin)
- Ability to work independently and manage multiple priorities
- Excellent attention to detail and organizational skills

Please submit resume and cover letter to: [elaine.ogada@cceca.ca](mailto:elaine.ogada@cceca.ca) before April 30, 2025. We would like to thank you in advance for your interest in this position as only candidates selected for interview will be contacted.