

## The Opportunity

*Are you looking to contribute your financial expertise to help lead one of North America's most exciting and creative businesses? Are you looking to join a strong visionary team, carving out a new path in one of Canada's most innovative communities?*

*The successful candidate will become be an integral player in our continuous creation of new social enterprise opportunities on Fogo Island, strengthening the impact of social business in Canada and abroad.*

**Job Title:**            **Accounts Payable Clerk**  
                                  (One-year maternity replacement, potential to continue beyond)

**Location:**           **Fogo Island, NL**

### Key Responsibilities

Reporting to the Financial Controller;

- Charge expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries
- Pays vendors; scheduling and preparing cheques; matching to approved purchase orders and contracts; reconcile discrepancies against supporting documentation; issue stop-payments or purchase order amendments
- Reports sales taxes by calculating requirements on approved invoices
- Receiving and verifying expense reports; monitor against budgets and prepare reimbursements
- Responsible for tax registration monitoring (i.e. verifying HST registration, T4A supplier information)
- Disburses petty cash by recording entry; verifying supporting documentation
- Maintain vendor files; serve as primary contact for vendors and respond to inquiries
- Assist with month end closing
- Manages incoming administrative mail for Shorefast group of entities; redirects to appropriate team
- Provide supporting documentation for audits

### Skills and Experience

#### **Training & Experience**

- Preference for 5 years proven working experience as Accounts Payable clerk
- Business Administration Diploma specialty in Accounting or equivalent recommended

#### **Position Specific Skills**

- High degree of accuracy and attention to detail
- Capacity to manage high volume of daily transactions processing
- Solid understanding of basic bookkeeping and accounting payable principles
- Proficient in data entry
- Superior telephone and email communication skills
- Capacity to work in a deadline oriented environment
- Familiarity of taxation in for-profit and non-profit ventures for HST, GST, PST
- Hands-on experience with using Microsoft Excel as a key productivity tool
- Proficient in using other Office 365 software tools including Microsoft Word, SharePoint and OneDrive
- Experience using QuickBooks or equivalent accounting platform, including ability to process transactions as well as preparing direct reporting from the software itself

## ***Personal Skills & Interests***

- Entrepreneurial spirit and willing to learn something new every day
- Positive, outgoing, ambitious, energetic and career oriented
- Extremely well organized and able to manage a multitude of tasks and priorities simultaneously
- Team player with a roll up your sleeves approach to getting the job done
- A desire to “Make a Difference” and make strategic investment in the growth of Social Business in Canada
- Excel in a fast paced and demanding start-up environment
- A passion for small communities
- High degree of confidentiality

## **Compensation and Benefits**

- Competitive Salary and Benefits package
- Great organizational culture
- Opportunities to advance
- Possible relocation and shared housing assistance (position based on Fogo Island, NL)

## **About our Organization**

Shorefast Foundation was established to contribute to the economic and cultural resilience of Fogo Island, Newfoundland, creating a model for contemporary rural communities. Activities are focused at the intersection of business, art, community and nature.

The Shorefast Group operate a social enterprise model where surpluses from business activity flow through the Charity and are reinvested in community programs. Entities under this unique corporate structure include Shorefast Foundation (federally registered Canadian charity) and Fogo Island Arts (contemporary art residency programme), alongside for-profit business ventures including Fogo Island Inn, Fogo Island Shop, Fogo Island Fish, and Community Host Services.

Social business is an emerging field in Canada, where for-profit economic activity directly contributes to positive social outcomes typically served by the non-profit community. Shorefast Foundation is a leader in this emerging space, creating not-just-for-profit businesses that maximize return on sacred capital (natural, social, cultural) alongside economic capital. The goal is to create a next generation economy of strong, resilient communities – a global network of deeply local places.

The successful candidate will join a committed team and help create business in service of community.

## **Contact Us**

Please submit a cover letter and resume to [careers@shorefast.org](mailto:careers@shorefast.org) using the subject line “**Accounts Payable Clerk**”

Deadline for Applications: December 15, 2017

Questions about this position may be directed to: Justin Hearn, CPA, CA – Controller, Fogo Island Inn – [justinhearn@fogoislandinn.ca](mailto:justinhearn@fogoislandinn.ca)

No phone calls, please.

For further information visit our websites:

[www.fogoislandinn.ca](http://www.fogoislandinn.ca) | [www.shorefast.org](http://www.shorefast.org) | [www.fogoislandarts.ca](http://www.fogoislandarts.ca) | [www.fogoislandshop.ca](http://www.fogoislandshop.ca)