

The Opportunity

Are you looking to contribute your 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 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: Payroll & Accounts Receivable Clerk
Full Time, Permanent.

Location: Fogo Island, NL

Key Responsibilities

Reporting to the Financial Controller;

- Responsible for the processing of scheduled payroll; including a review of timesheet approvals, leave requests, benefits, and all other payroll deductions.
- Verify accuracy of electronic and manual timesheet records, including proper coding to respective organizations and /or specific projects as well as ensuring proper signoffs are documented on timesheets.
- Ensures all deductions are accurately processed within the QuickBooks payroll system, including taxable benefits and other deductions including rent, vacation, insurance, tax withholdings, and all other employee and employer legislated deductions
- Assist employees with payroll and benefits related inquiries
- Prepares various payroll reports on a regular or ad hoc basis to Management.
- Review and post payments by recording cash, cheque, debit, credit and electronic transactions.
- Responsible for receiving, posting, and paying Fogo Island Inn group payments and travel agent commissions.
- Provide regular updates to Management of outstanding and upcoming receivables.
- Clearing of Fogo Island Inn house accounts.
- Verifies validity of accounting entries by obtaining and investigating information from various areas of the business as required;
- Upholds the highest level of confidentiality with payroll, guest and customer data.
- Coordinates deposits and foreign exchange transactions at the local bank.
- Perform general accounting and clerical functions to support accounting personnel and supervisors.
- Contact individuals with delinquent accounts.
- Other responsibilities as directed my management.

Skills and Experience

Training & Experience

- Highschool Diploma or equivalent required.
- Post-Secondary education an asset.
- Business Administration Diploma specialty in Accounting or equivalent considered an asset
- Experience in Payroll and Accounts Receivable a strong asset

Position Specific Skills

- Attention to Detail
- Ability to work under pressure
- High degree of accuracy and attention to detail
- Capacity to manage high volume of daily transactions processing and payroll functions
- Solid understanding of basic bookkeeping and accounts receivable principles
- Capacity to work in a deadline-oriented environment
- Hands-on experience with using Microsoft Excel as a key productivity tool
- Proficient in using other Office 365 software tools including Microsoft Word and SharePoint

- 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 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 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@fogoislandinn.ca using the subject line **Payroll & Accounts Receivable Clerk**

Deadline for Applications: **ASAP**

Questions about this position may be directed to: David Tuff at davidtuff@shorefast.org

No phone calls, please.

For further information visit our websites:

www.fogoislandinn.ca | www.shorefast.org | www.fogoislandarts.ca | www.fogoislandshop.ca