



Shorefast's mission is to build cultural and economic resilience on Fogo Island and promote community well-being by building and sharing new models of economic development. By 'holding on and reaching out', Shorefast works with hospitality, art, technology, business, and design to enhance and share the natural assets of place.

The **Accounting Clerk** based on Fogo Island, will support Shorefast operations in performing a variety of accounting, bookkeeping, and financial functions. The **Accounting Clerk** will report to the Manager, Administrative Services and will work closely with Shorefast's accounting and cross-functional teams. Working in a fast-paced environment, the incumbent will demonstrate a positive can-do attitude, while ensuring Shorefast's daily accounting functions run accurately and effectively.

- General Responsibilities
 - Process accounts payables and receivables across the Shorefast group of entities including all divisions of Shorefast Social Enterprises Inc.
 - Verify accuracy of accounting records, including proper coding and approvals
 - Provide general accounting and clerical assistance to the accounting department
- Communications
 - Effective writing, listening, and verbal communication skills
 - Writing Skills: prepare reports, letters, memos, procedure manuals, and training materials
- Administrative
 - Perform related clerical duties, such as word processing, maintaining filing and record systems, scanning and photocopying, and other clerical support as required
 - Organizational Skills: Process and detail-oriented, manage competing priorities and deadlines with ease, thrive under pressure

The ideal candidate:

- Is enthusiastic and likes seeing ideas become reality
- Enjoys working in a team environment, and has experience working in collaborative / supporting roles
- Solid knowledge and experience with accounting procedures, have a flair for numbers, and acute in identifying and resolving discrepancies
- Is competent in MS Office, accounting software, and data management
- Has an accounting diploma from an accredited postsecondary institution, or equivalent education and experience

What we offer:

- An engaged, highly supportive and collaborative environment
- The opportunity to work and live in a thriving social entrepreneurship environment
- A commitment to recruiting, promoting, and training qualified individuals at all levels within the organization

To Apply:

Submit a cover letter & resume to careers@shorefast.org, subject line "Accounting Clerk"

Deadline for Applications: **May 7th, 2021**

Questions about this position may be directed to: Leanne House, leannehouse@fogoislandinn.ca

About Shorefast: www.shorefast.org | www.fogoislandinn.ca | www.woodshopfogoisland.ca

About Shorefast & Fogo Island: [Strange and Familiar](#)