



## Who We Are

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.

## The Opportunity

The **Operations Accountant** based on Fogo Island, will work with the operations team to focus on cost analysis, inventory control and local cash management for the social enterprise businesses on the island – Fogo Island Workshop (including the retail location at the Orange Lodge), Growler’s Ice Cream, Fogo Island Inn, leasing of property to local business operators, and any other local business that may begin to operate, or is already operating, as part of the portfolio.

## What You’ll Do

- Prepare monthly and ad-hoc financial reports and analysis for review by the Director, Operations
- Responsible for the oversight of the monthly inventory counts for identified on-island businesses and adjustments needed.
- Work with the Director, Operations and applicable Business Unit Leads to develop accurate Cost of Goods Sold (COGS) information for all SSEI products being sold.
- Prepare inter-company billings each month for approval by Director and/or VP Operations.
- Work with Director, Operations and applicable Business Unit Leads in the annual budgeting process.
- Prepare monthly bank reconciliations for Fogo Island Workshop, Growler’s Ice Cream, and other business units operating on Fogo Island as required.
- Oversight of the Accounts Payable and Receivable functions

## Qualifications you’ll bring

- Bachelor’s Degree in Business, preferably with specialty in Accounting, or Diploma Program equivalent
- Minimum 3 years of accounting work experience
- Professional accounting designation an asset but not a requirement
- Well-developed financial and management accounting skills including accounts payable, accounts receivable, and general ledger account reconciliations.
- Highly proficient in using Microsoft Suite including Outlook and Word, with advanced Excel features (Pivot tables, advanced formulas, macros)
- Proficient using QuickBooks or equivalent accounting platform, including ability to process transactions as well as preparing direct reporting from the software itself
- Possess excellent communication skills, verbal and written, comfortable providing explanation of financial information tailored to varying levels of expertise (i.e. outside funders, staff, and senior management)
- Ability to work in a fast paced, changing environment
- Supervisory experience and/or coaching others

## 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](mailto:careers@shorefast.org), subject line “Operations Accountant”

Deadline for Applications: **June 10, 2022**

Questions about this position may be directed to: Peggy Hamilton, [peggyhamilton@shorefast.org](mailto:peggyhamilton@shorefast.org)

About Shorefast: [www.shorefast.org](http://www.shorefast.org) | [www.fogoislandinn.ca](http://www.fogoislandinn.ca) | [www.woodshopfogoisland.ca](http://www.woodshopfogoisland.ca)

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