



Shorefast exists to help secure a resilient future for Fogo Island while inspiring communities worldwide to leverage inherent, place-specific assets in service of collective well-being. We do work that matters - work that makes things better. We envision a world where all business is social business. Our suite of social businesses are community-owned economic engines that create meaningful employment, contribute significantly to the regional economy and generate income to be reinvested in Shorefast's charitable programs. We are currently seeking an **Accounting Clerk** to join our team.

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.

What you'll do:

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

Qualifications you'll bring:

- 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're offering:

- 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

Apply:

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

Deadline for Applications: **Until Filled**

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

About Shorefast: www.shorefast.org | www.fogoislandinn.ca | www.fogoislandworkshops.ca
www.fogoislandfish.ca | www.fogoislandarts.ca

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

Shorefast's charitable foundation and social businesses are committed to diversity, equity, inclusion, and belonging. This commitment is core to what we do and what we believe, and we are grateful to work with team members and host guests of diverse identity groups. Everyone is welcome here.

We endeavor to foster an accessible work environment and to ensure all in our care feel safe and valued. We are working actively to address imbalances for historically excluded and marginalized communities through training, promotion opportunities, and mentorship. All qualified applicants are encouraged to apply; please reach out if there is anything we can do to accommodate a more accessible or inclusive application process.