



### **Who We Are**

Shorefast Foundation was established to contribute to the economic and cultural resilience of Fogo Island, Newfoundland & Labrador, 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 Workshops, Fogo Island Fish, and Growlers Ice Cream.

### **The Opportunity**

The **Accountant** based either on Fogo Island or Ottawa, will work with the accounting and operations teams to focus on cost analysis, inventory control, local cash management as well as full cycle accounting for the existing and any new social enterprise businesses on the island.

### **What You'll Do**

- Prepare monthly and ad-hoc financial reports and analysis for review by the Controller
- Responsible for the oversight of the monthly inventory counts for identified on-island businesses and adjustments needed.
- Work with the Controller 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 the Controller.
- Participate and lead aspects in the annual budgeting process.
- Prepare monthly bank reconciliations as required.
- Prepare general ledger reconciliations and other analysis as needed
- Oversight of the Accounts Payable and Receivable functions where applicable.
- Act as information provider and issues manager for non-financial staff who rely on financial information to perform their duties
- Participate in and lead aspects of the annual audit
- Engage in cross-training with other team members to alleviate pressures related to absences and vacancies
- May be required to act in the Controller's absence
- Other and varied duties as assigned, in keeping with the strong growth currently experienced by the organization

### **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 intermediate 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
- Self-start mentality and demonstrated initiative
- 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 "**Accountant**"

Deadline for Applications: **TBA**

Questions about this position may be directed to: [careers@shorefast.org](mailto:careers@shorefast.org)

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

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