



Who We Are

Shorefast is a Canadian registered charity behind social businesses including the award-winning [Fogo Island Inn](#), [Fogo Island Workshops](#), [Fogo Island Fish](#), as well as programs such as [Fogo Island Arts](#), a leading global contemporary artist residency, environmental stewardship initiatives, and more. Through its work on Fogo Island, Newfoundland, and with other communities across Canada, Shorefast's mission is to make it possible for local communities to thrive in a global economy. We envision a world where all businesses are social businesses. Do you want to do work that matters and aligns with your values? Join our team and support an innovative model that puts people and place first.

The Opportunity

The **Accounting Clerk**, based on Fogo Island, will support Shorefast operations in performing a variety of accounting, bookkeeping and financial functions. Responsibilities include keeping financial records updated and accurate, preparing reports, and reconciling accounts. The Accounting Clerk will use accounting software programs to process business transactions such as purchase orders, invoices, cheques and electronic payments. The Accounting Clerk should be familiar with accounting procedures, have a flair for numbers, and acute in identifying and resolving discrepancies. Working in a fast-paced environment a successful Accounting Clerk will demonstrate a positive attitude and professional demeanor while ensuring Shorefast's daily accounting functions run accurately and effectively.

What You'll Do

Accounting:

- Process 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 to respective organizations and/or specific projects (capital vs. operations) as well as ensuring proper signoffs and digital approvalson records in advance of data entry and payment processing.
- Administer corporate credit card processing including obtaining approvals, verification of codingaccuracy, and processing of payments.
- Maintain vendor files; serve as primary contact for vendors and respond to inquiries.
- Monitor customer account details for non-payment, delayed payments, and other irregularities.
- Prepare bank deposits, general ledger posting and statements.
- Manage cash floats for operating units.
- Manage incoming administrative mail for Shorefast group of entities; redirect to appropriate team.
- Provide supporting documentation for audits, including monthly accounting checklists for supervisor/accounting department sign off.
- Develop and maintain up to date procedures manual for all functions of AP and AR.
- Perform related clerical duties, such as word processing, maintaining filing and record systems, faxing and photocopying. Other accounting and clerical support as required.

Qualifications you'll bring

- Successful completion of a two (2) or three (3) year diploma program from an accredited postsecondary institution.
- Competency in MS Office, databases, and accounting software
- High attention to detail with a strong focus of providing excellent customer service
- Has the ability to adapt and react quickly to fluid situations while maintaining a positive attitude

What we offer

- Group Insurance Plan (including Health, Dental, Life & AD&D) and Employee Assistance Program
- An engaged, progressive, highly supportive, flexible, and collaborative work environment
- The opportunity to work 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: **Until Filled**

Questions about this position may be directed to: Careers@shorefast.org

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

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