



## About the Role

**Title:** Accounting Clerk

**Team:** Shorefast

**Location:** Fogo Island, NL, Canada

## Who We Are

Shorefast is one of North America's most creative and notable social enterprises and the charitable organization behind the world-renowned Fogo Island Inn, Fogo Island Workshops, Fogo Island Fish, and Fogo Island Arts. Our work has garnered significant international interest including a feature on [60 Minutes](#) and in The New York Times' [52 Places for a Changed World](#). The mission of Shorefast is to build, learn, and share economic development practices that catalyse the assets of local places, starting with Fogo Island.

Learn more about us: [shorefast.org](https://shorefast.org)

## The Opportunity

The **Accounting Clerk** 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

- 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 approvals on records in advance of data entry and payment processing.
- Administer corporate credit card processing including obtaining approvals, verification of coding accuracy, 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 and Experience

Shorefast team members are people who are:

- Whole-thinkers: we understand how the parts of the whole are interconnected and influence each other
- Doers: when it needs to be done, we do it
- Systems oriented: we understand the flows of information, money and other resources and how they connect with the whole
- Digitally minded: we know when to use technology vs human effort for both processes and information management
- Collaborative: we work with many teams across a variety of functions; there are no silos here
- Curious: we ask questions such as how and why we do things
- Creative: we are 'outside-the-box' thinkers and doers – we like new and innovative ideas
- Organized: We do things differently which can lead to disorder, but we are able to make sense through the chaos and keep things on track

Qualifications:

- High School Diploma or equivalent required; Diploma or Degree in Accounting, Finance or Business is an asset
- 2-3 years' experience in bookkeeping, accounting, or financial administration
- Proficiency in Microsoft Excel and accounting software
- Strong attention to detail, time management, and organizational skills
- Requires working with many teams across organization; high level of collaboration and communication required
- Comfortable working in a mission-driven, collaborative, and impact-oriented environment
- Driver's license required

## To Apply

Please submit a cover letter and resume to [careers@shorefast.org](mailto:careers@shorefast.org), with the subject line "**Accounting Clerk** Questions about this position may also be directed here.

**Deadline for Applications:** Until Filled

We are grateful for all applications, but only those selected for an interview will be contacted.

At Shorefast, we endeavour to foster an accessible work environment and to ensure all in our care feel safe and valued. Please reach out if there is anything we can do to accommodate a more accessible or inclusive application process.