

Shorefast

About the Role

Title: Property Accountant

Team: SSEI-Finance

Location: Fogo Island, NL (on-site)

Who We Are

Shorefast is one of the largest social enterprise organizations in Canada. 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 activate the assets of local places.

Through the newly established [Shorefast Institute for Place-based Economies](#), we share our learnings and engage with other enterprising communities to develop resources, tools, and opportunities that bring together the key pillars of society—business, government, community, and philanthropy—to advance economic development for more people in more places.

Learn more about us: shorefast.org

The Opportunity

We are looking for a candidate who is experienced and detail-oriented. The Property Accountant plays a key role in the financial management of a suite of community-based social businesses, including a 29-room inn, a restaurant, a furniture and textile workshop, and an ice cream parlour. Reporting to the Director of Shared Services / Controller, this position will be responsible for accurate, timely financial reporting, property-level accounting, cost tracking, and operational financial support.

What You'll Do

- Prepare monthly financial statements for each business unit, including income statement, balance sheet, variance analyses, and key performance metrics.
- Maintain accurate general ledgers for all entities, ensuring consistency in chart of accounts and accounting treatment.
- Perform monthly closing processes, including journal entries, accruals, prepaids, and reconciliations.
- Conduct revenue reconciliations from POS and PMS systems to accounting records.
- Prepare consolidated financial summaries across all social businesses for senior leadership.
- Manage all property-related accounting including utilities, maintenance, capital improvements, and asset tracking.
- Track and allocate shared services (e.g., maintenance, administration) across business units using established cost allocation models.
- Record and monitor cost of goods sold (COGS) for restaurant, retail, ice cream, and craft businesses.
- Maintain fixed asset ledgers and prepare depreciation schedules.
- Reconcile daily and monthly revenue reports from the Inn's property management system (PMS), restaurant POS, retail POS, and other revenue sources.
- Work with Sales & Reservations team to monitor occupancy trends, RevPAR, ADR, and other hospitality metrics to support operational decision-making.
- Ensure proper handling and reconciliation of deposits, gift cards, bookings, and prepaid revenue.

- Oversee invoice coding, vendor payments, and purchase order processes.
- Manage accounts receivable aging, including group bookings or wholesale orders.
- Support annual budget preparation for each business unit, including revenue modeling, labour planning, and cost projections.
- Provide monthly forecast updates based on operational trends.
- Work with operational managers to identify opportunities for cost efficiencies or revenue enhancement.
- Implement and monitor internal controls related to cash handling, inventory, procurement, and revenue recognition.
- Support compliance with accounting standards, audit requirements, and organizational policies.
- Ensure approvals, documentation, and recordkeeping are consistently maintained.
- Serve as the primary financial partner to property managers, executive chefs, retail leads, and other operational leaders.
- Provide training for managers on budgeting, coding, approvals, and basic financial literacy.
- Assist in evaluating business cases for new products, seasonal activities, or capital investments.
- Participate in cross-functional meetings to provide financial insight and guidance.

Qualifications and Experience

- Diploma or bachelor's degree in Accounting, Finance, or related field.
- Minimum 3–5 years of experience in accounting, preferably in hospitality, or multi-entity environments.
- Experience with hotel accounting systems (PMS/POS integrations) is a significant asset.
- Experience working within a social enterprise or community-focused organization is preferred.
- Strong understanding of accounting principles and month-end procedures.
- Demonstrated ability to analyze financial data and prepare clear, accurate reports.
- Proficiency with accounting software (e.g., NetSuite, QuickBooks) and Microsoft Excel.
- Experience with PMS systems (e.g., iQware, Cloudbeds) and POS systems.
- Strong organizational skills with the ability to manage multiple priorities.
- Excellent interpersonal skills and a collaborative working style.

What We Offer

- Permanent, full-time position with salary range \$70,000.00 - \$80,000.00
- Health and dental benefits, along with access to an employee assistance program for mental health support and work/life services
- Team member discounts within our businesses (Fogo Island Inn and Fogo Island Workshops)
- Housing assistance and/or relocation reimbursement
- The technology necessary to complete your work, along with a cellphone plan
- Access to an employee work-out room, to support personal well-being
- An engaged, highly supportive, and collaborative environment that encourages creativity and curiosity
- The opportunity to work in a thriving social enterprise
- Continued learning and professional development training

- Primarily office-based with periodic visits to business units for reconciliation, audits, and operational collaboration.
- May require occasional evening or weekend work during peak seasons or month-end.

To Apply

Please submit a cover letter and resume to careers@shorefast.org, with the subject line “**Property Accountant**”; 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.