



Our downtown not for profit client is looking to add an Accountant to their team, due to retirement. Reporting into the DOF you will be responsible for:

- Completion of month end
- Bank reconciliations and adjusting journal entries
- Reconciliation of prepaid expenses
- Record month end depreciation and amortization
- Provide assistance with the preparation of the month end financial statements
- Payroll using ADP
- RRSP payments
- Director's fees

Ideally you are a CPA with a minimum of 5 years relevant experience. This role provides balance - working only 4 days a week. You will work with a dynamic mentor and have a very positive working environment.

Please send your resume to Tina Burke at tburke@dulayburke.com