



The Reh-Fit Centre is a not-for-profit organization with a mission to enhance the health and well-being of its members and the community by providing innovative health and fitness services through assessment, education, and exercise in a supportive environment.

### **ACCOUNTING ANALYST**

The Accounting Analyst is a hands-on role within our Finance Team. The Accounting Analyst will support the team with development of complex reports used for analysis and decision making for internal and external users. This role will require significant collaboration with colleagues both within finance and with other departments throughout the organization.

#### **Duties & Responsibilities:**

- Perform professional accounting work in accordance with generally accepted accounting principles and reporting requirements.
- Maintain general ledger accounts with high levels of accuracy.
- Conducting variance analysis and investigating discrepancies.
- Participate in interim and year-end audit activities providing support and guidance as required.
- Pull information from various databases to develop reports using MS Excel.
- Assist in the development of the annual budget.
- Assist in process improvement and risk mitigation activities.
- Promote teamwork, cooperation, and effective communication.

#### **Position Requirements:**

- 1-3 years work experience in a professional accounting role.
- Possess a university degree with a focus in accounting and finance.
- Working towards a CPA designation.
- Excellent communication skills.
- Strong level of comfort in using computer technology.
- Demonstrated working experience with MS Excel.
- Self-starter attitude with demonstrated problem solving skills.
- Working knowledge of Great Plains is considered an asset.

The successful candidate will need to provide satisfactory proof they are fully vaccinated for COVID-19. If the candidate cannot obtain the vaccination for medical or other reasons protected under *The Human Rights Code*, the Centre will provide accommodation to the point of undue hardship.

Interested individuals are invited to submit resume and cover letter, including salary expectations, by October 7<sup>th</sup> to [kiran.singh@reh-fit.com](mailto:kiran.singh@reh-fit.com).

*While we appreciate interest from all applicants, only those selected for an interview will be contacted.*

