



**Posting Title: Accounting Coordinator**

**Posting Date: October 16, 2017**

**Closing Date: Until Filled**

**ABOUT THE YELLOWSTONE TO YUKON CONSERVATION INITIATIVE:** The Yellowstone to Yukon Conservation Initiative (Y2Y) is a joint Canada-US not-for-profit organization with a mission *to connect and protect habitat from Yellowstone to Yukon so people and nature thrive*. Y2Y takes a scientific approach to conservation and is upheld as a global leader in large landscape conservation. Y2Y was conceived in 1993, and has staff in Canmore, Alberta, Chetwynd, BC, Nelson, BC and Driggs, Idaho. Our staff are creative, knowledgeable and passionate about their work. Visit [www.y2y.net](http://www.y2y.net) to learn more.

**POSITION OVERVIEW:** The Accounting Coordinator reports to the Finance and Human Resources Manager and is responsible for working closely with a highly collaborative team in a results driven environment helping with the overall operations of Y2Y's financial accounting, payroll and benefit processes.

**PRIMARY DUTIES AND RESPONSIBILITIES:** The Accounting Coordinator duties include processing daily cash receipts, accounts payable, corporate credit cards and monthly program accounting management reports, journal entries, balance sheet account reconciliations, expense claims and full-cycle payroll using Quick Books. The position is responsible for accounting communication channels between sub-contractors and suppliers regarding program contracts and billings, customers regarding cash receipts and staff regarding payroll and employee benefits.

- Posting cash receipts, invoices, corporate credit card transactions and journal entries
- Reconciling bank and corporate credit card statements, program contracts and other GL accounts
- Preparing monthly program financial management reports comparing actual to budget
- Processing full-cycle payroll on a monthly basis and related accounting and administration tasks
- Compliance with legal requirements of employment laws in both Canada and US, monthly, quarterly and annual filings of withholding taxes, T4's, W-2's, and workers compensation
- Assist to overview of vacations, sick time, benefits and group RRSP's
- Assist to recruiting of employees, job postings, applicants filing and communications
- Assist with special projects and ad hoc tasks as assigned
- Other tasks depending on experience

**QUALIFICATIONS:**

- Preferred post-secondary diploma or degree in accounting or equivalent experience
- 2 years or more work experience with a thorough understanding of Quick Books software
- Strong knowledge of accounts payable, full-cycle payroll, accounting, reconciliations and journal entries
- Excellent computer skills with demonstrated proficiency in Word, Excel, PowerPoint, Outlook and Email
- Exceptional ability to execute multiple projects and assignments without error and high attention to detail
- Strong oral, writing and interpersonal skills to be able to communicate effectively with sub-contractors, suppliers and colleagues from diverse backgrounds and cultures.

**PREFERRED SKILLS:**

Strong preference for previous non-profit experience and working across international boundaries.

**TERMS OF EMPLOYMENT:** This position will be based at Y2Y's Canmore, Alberta office in the heart of the Canadian Rockies in a typical office setting. Salary is commensurate with experience and includes Y2Y's excellent set of benefits. The Yellowstone to Yukon Conservation Initiative is an equal opportunity employer.

**TO APPLY:** Applications will be received until the position is filled. Interviews for successful candidates will be held in Canmore, AB. Send by email: a cover letter, resume and the names and contact information for three professional references. No phone calls please.

Email: [catherine@y2y.net](mailto:catherine@y2y.net)

Attention of: Catherine Pao, Finance and Human Resources Manager

Subject: "Your Name" - Application for Accounting Coordinator

***Y2Y thanks all applicants for their interest.***