



PROVIDENCE

ACCOUNTANT

For nearly a century Providence has been a Christian academic community in the evangelical tradition that teaches people to grow in knowledge and character for leadership and service. Our vision is to become a leading Canadian Christ-centred university that transforms students into leaders of knowledge, character, and faith to serve Christ in a changing world.

POSITION OVERVIEW

Reporting to the Chief Financial Officer, the Accountant will directly contribute to the advancement of Providence's mission by carrying out accounting and related functions in the Finance Department.

SUMMARY OF DUTIES AND RESPONSIBILITIES

- Perform payroll processing functions.
- Process refunds under refund policies.
- Perform reconciliations of GL accounts in various funds, including bank reconciliations
- Record and post journal entries.
- Prepare, monitor, and pay indirect taxes: GST, PST
- Assist with audits, including the annual external audit.
- Assist with filing and record keeping.
- Assist with departmental reporting.
- GL account maintenance in accounting system, including creation of new accounts.
- Process payments: payables, refunds.
- Assist CFO with assigned tasks. These tasks would be departmental (Finance Department) and would involve work in the Business Office, or in Financial Aid Administration, or in Accounts Payable, or in collaboration with the Finance Officer, or in assistance to the CFO.

OTHER DUTIES AS ASSIGNED

- These duties may include miscellaneous departmental tasks that could arise as urgencies or as brief seasons of emphasis or need in the department. Some events are annual and require involvement by multiple staff. Some events are institutional, drawing staff for short periods to meet organizational needs. This does not diminish the primary roles of the position.



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COMPETENCIES

- Multi-tasking capabilities
- Ability to thrive in a fast-paced work environment.
- Analytical Reasoning: Ability to think through problems, assess options and understand processes.
- Attention to Detail: Attentive to detail and thorough in completing work tasks.
- Organizational skills: Electronic filing and email sorting for a smooth workflow
- Communication: Well-developed communication skills, oral and written and interpersonal communication; ability to communicate effectively with a wide variety of departments, faculty, and students
- Confidentiality: Ability to exercise discretion, integrity, diplomacy, professionalism, and tact
- Dependability: Reliable, responsible, and dependable, and fulfilling obligations
- Initiative: Willingness to take on responsibilities and challenges
- Team focussed: Working cooperatively and effectively to set goals, resolve problems, and make decisions that benefit the organization alongside others.
- Professionalism and adherence to ethical standards
- Leadership capabilities: willingness to lead, demonstrate, and offer suggestions and direction.

PERSONAL COMMITMENT

- An enthusiastic personal Christian faith commitment
- A commitment to Christian higher education
- Support the Providence mission, vision, and values.
- Affirm the Providence [Statement of Faith](#)
- Agree to abide by the Providence [Covenant of Community Life](#)

EDUCATION & QUALIFICATIONS

- Knowledge of intermediate financial and management accounting through CPA Manitoba (designation or student) or through attainment of a business degree.
- Experience in not-for-profit or fund accounting is an asset
- Experience with payroll is an asset
- 2 years' work experience in an accounting environment
- High level of digital proficiency
- Proficient in MS Office 365 products, especially Microsoft Excel



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- Working knowledge of accounting software is an asset
- Working knowledge of student information system software is an asset

WORK ARRANGEMENT

- This is a full-time position at 37.5 hours per week
- This is an in-person, on-site position
- This position will be located on our Otterburne campus

APPLY

Submit a cover letter and resume by email to:

Rick Franks, CPA, CMA, CIA
CFO
c/o Marlin Reimer, Director of Human Resources
Email: hr@prov.ca

Start Date: As soon as possible.

Consideration of applications will continue until the position is filled. All qualified candidates are encouraged to apply; however, Canadian citizens and Permanent Residents will be given priority. We thank all applicants for their interest. However, only those selected to proceed in the application process will be contacted.

Further information about Providence University College and Theological Seminary may be found at prov.ca.