



Intermediate Accountant - RhPAP

About RhPAP:

For three decades, RhPAP – Alberta's Rural Health Professions Action Plan has supported the efforts of rural Albertans to maintain an accessible health workforce close to home. Established in 1991, RhPAP has grown into a vital resource for rural community health workforce attraction and retention, a partner with Alberta's medical schools, and a trusted collaborator for rural Alberta communities striving for greater access to healthcare.

The Opportunity:

RhPAP is seeking a highly motivated and detail-oriented **Intermediate Accountant** to join our team on a full-time basis. Reporting to the Manager, Finance, Office Services and Housing, the Intermediate Accountant will play a key role in ensuring the accuracy and integrity of our financial records. This position offers a great opportunity for a candidate to grow their skills and contribute to an organization that makes a real difference in rural Alberta.

Key Responsibilities:

- Assist with the preparation of accurate and timely quarter-end and year-end financial statements in accordance with GAAP.
 - Perform account reconciliations, including bank accounts and security deposits, to ensure data accuracy.
 - Manage the monthly credit card reconciliation process.
 - Compile and submit GST documentation.
 - Prepare and post journal entries, including accruals, with proper supporting documentation.
 - Prepare and issue invoices for special projects.
 - Gather and prepare documentation for insurance renewals and claims.
 - Support the annual audit process by preparing year-end review files for the auditors.
 - Process accounts payable and receivable transactions, ensuring proper coding and approval.
 - Prepare T4A documentation and ensure compliance with CRA regulations.
 - Maintain and reconcile employee mileage expense reports.
 - Assist with the development and monitoring of the annual budget.
 - Maintain employee documentation and support HR programs.
 - Manage payroll processing and ensure accurate and timely payments.
 - Ensure compliance with all local, provincial, and federal regulations.
 - Provide general accounting support as needed.
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Qualifications:

- Bachelor's degree in Accounting, Finance, or a related field.
- CPA designation or actively pursuing.
- 2-5 years of progressive accounting experience in a similar role.
- Strong understanding of Generally Accepted Accounting Principles (GAAP).
- Proficiency in Microsoft Office Suite, particularly Excel.
- Experience with Microsoft Dynamics – Business Central is a definite asset.
- Excellent analytical, problem-solving, and organizational skills.
- Exceptional attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Strong communication and interpersonal skills.

Salary & Benefits:

RhPAP offers a competitive salary range of \$65,000 - \$80,000 commensurate with experience and qualifications. We also offer a comprehensive benefits package.

To Apply:

Interested candidates are invited to submit their resume and cover letter to collette.featherstone@rhpap.ca by March 21, 2025.

RhPAP is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted.
