



*The **Alberta College of Pharmacists** governs pharmacists, pharmacy technicians and pharmacies in Alberta to support and protect the public's health and well-being. We take responsibility for pharmacy practice by setting and enforcing high standards of competence and ethical conduct.*

The Alberta College of Pharmacists takes pride in providing a work environment of choice with competitive compensation and benefits.

Accountant (permanent, full-time, 37.5 hours/week)

Position overview

Reporting to the Operation and Finance Director, the Accountant is responsible for the college's accounting function and for assisting the records management area and the overall team.

The Accountant will maintain up- to-date knowledge of accounting principles and requirements and will incorporate those into policy and procedures to ensure fiscal responsibility and achieve a successful annual external audit.

Key duties and responsibilities

Accounting

- Perform accounts payable, accounts receivable, bank and investment reconciliations, general ledger maintenance, month-end and year-end financial processing, reporting, and audit preparation.
- Manage the payroll, including payroll processing, reconciliation, reporting of source deductions, and preparation of T4s and T4As.
- Prepare Canada Revenue Agency reports and reconciliations, including source deductions and GST.
- Maintain the asset management database including acquisitions, dispositions, and reconciliation to the accounting system.
- Assist in the preparation of the annual budget.

Records management

- Create, capture, file, and retain finance documents (electronic and hard copy) as per records management policy.
- Classify documents and assist with maintenance of case and subject files.
- Identify and prepare boxes and files for archival storage, retrieval, or destruction.

Other

- Perform regular research on accounting requirements and recommend changes to policy and procedures as required.
- Maintain the accounting procedures manual.

- Handle general inquiries from the public and registrants.
- Other duties as required.

Education and experience requirements

- Completion of a college diploma or university degree in accounting or business administration.
- Experience with QuickBooks accounting software.
- Three to five years' experience in a similar role.

An equivalent combination of education and experience may be considered.

Desired skills and proficiencies

- Advanced skills in MS Excel and intermediate to advanced skills in MS Word
- Detail oriented and accurate
- Strong analytical and problem solving capabilities
- Strong planning capabilities and organizational skills
- Ability to be self-motivated and work independently
- Commitment to teamwork
- Familiarity with relational databases
- Excellent written and verbal communication skills
- Demonstrated excellence in customer service

Submit resumes to:

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Operations and Finance Director
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