At Food for the Hungry (FH) Canada, we’re focused on ending poverty—one community at a time. We’re looking for an **analytical**, **process**, and **detail oriented** person to join our skilled, innovative and fun loving team to apply your skill set for global impact.

**About the Job**

The Junior Accountant is responsible for administering general accounting, compliance of processes, payroll and budgetary control activities. This position reports directly to the Controller and works to maintain accurate records and produce timely management information. The Junior Accountant serves as a key support to the Supporter Services team by performing process related tasks that support income generation and donation processing.

This permanent **full-time** job, is available for **hybrid work** and is based out of our National Office in **Abbotsford B.C**. FH Canada offers a competitive salary, and benefits package and opportunities for future career growth within the finance team.

**Ongoing Responsibilities**

* Maintains books of account in Netsuite (our accounting software)
* Processes donations and staff expense reports
* Maintains accounts payable
* Completes monthly bank and balance sheet account reconciliations
* Prepares semi-monthly payroll runs
* Troubleshoots and improves processes
* Assists with the preparation of financial reports
* Supports seasonal fundraising campaigns with data entry and mailing

**Experience & Skills**

* Completion of a post secondary accounting program or business administration program with heavy emphasis in accounting preferred.
* 2+ years of experience in accounting or full cycle bookkeeping
* Prior experience in international development and non-profit sector is an asset
* Excellent computer skills with advanced knowledge of Google Sheets or Excel, computerized accounting systems and Customer Relationship Management (CRM) systems. Experience with Netsuite is an asset.
* High level of attention to detail, maintaining accuracy under tight deadlines
* organizational, time management, and prioritization skills
* Ability to work independently and with a team
* Understanding of and demonstrated commitment to upholding FH Canada Core Values and Statement of Faith

**To Apply**

If you feel you’d fit this role, please submit your resume and cover letter to: [humanresources@fhcanada.org](mailto:humanresources@fhcanada.org). In your cover letter, please include why you are interested in FH Canada, what FH Canada’s values mean to you, and a list of personal accomplishments relevant to the role. Applications will be accepted until **October 15, 2023**. We thank-you in advance for your application, only shortlisted applicants will be contacted for an interview.