Full-Charged Bookkeeper

United Active Living Inc. is a leader in the development and implementation of programs and services that support residents to “Live Well in Our Community.” United Active Living Inc. integrates new and creative ways to enrich life experiences, provide growth and inspiration, and promote independence for individuals in the community.

The Position

As a key member of the United Active Living team, the Full-Charged Bookkeeper will report directly to the Senior Accountant and be responsible for the complete accounting cycle including Financial Statements and Balance Sheet account reconciliations.

Responsibilities

• Be responsible for the resident billing, AR payment processing, and overdue account collecting. Ensure the accuracy and completeness of revenues.
• Perform the full Accounts Payable cycle such as verifying, posting of vendor invoices, and processing payments;
• Prepare and post month-end journal entries including inventory adjustments, prepaid expenses, accruals, depreciation. Ensure that accounting entries are entered into the accounting system on a timely basis each month;
• Post Payroll journal entries and reconcile the payroll accounts in accounting system with payroll system;
• Reconcile all balance sheet accounts and maintain the schedules and supports for asset and liability accounts to ensure the existence and accuracy of the ending balances.
• Maintain the database in the POS and Quick Book systems. Set up new residents; Update the schedule of rental lease up data, occupancy and other financial information.
• Safeguard the Petty Cash, cash equivalent and corporate prepaid credit cards
• Response to inquiries from Customers and Vendors
• Other office duties and projects as assigned.

Qualifications

• A Diploma in Business Administration, with a major in accounting.
• Minimum of five-year experience of full-charge bookkeeping is required. An equivalent combination of education and experience may be considered.
• Experience in the senior housing or hospitality/food service industry preferred.
• Strong skills in the use of QuickBooks software is required
• Proven ability to work in a team as well as independently in a dynamic environment while ensuring company objectives and initiatives are met within the specific timelines.
• Trustworthy and have the highest standards of integrity and confidentiality in maintaining business dealings and confidential matters.
• Excellent knowledge and application of MS office tools, particularly, Word and Excel
• Demonstrated ability to build collaborative relationships with internal and external parties and lead with credibility, integrity and trust while achieving results and fostering a positive team culture.
• Strong written and verbal communication skills.
• Exceptional listening skills.

How to Apply
Please apply online or send your resume in confidence to: careers@unitedactiveliving.com

United Active Living will only contact those candidates being considered for an interview. We appreciate your interest in this opportunity and thank you for your application. By submitting your resume, you agree to United Active Living sharing your information with those responsible for the hiring process. United Active Living will keep your resume on file for one year and protect your personal information according to our privacy policy and governing privacy legislation.