



Job Title	Accountant
Reports to	Senior Finance Controller
Incumbent	
Date Issued	March 2, 2026

At Support House, we open doors, minds, and possibilities. We build opportunities, we inspire change, and we transform health care. We believe everyone deserves support.

Support House is directed by our core values. They guide our agency's decisions and actions, unite our staff, define our brand, and inspire our culture. We connect by building meaningful relationships. We put people first by supporting them to direct their own path. We focus on holistic wellness. We foster engagement through designing housing, supports and the system together.

Support House offers supportive housing, primary care, community outreach, peer support, and building system capacity.

Diversity, Equity, and Inclusion

Support House is committed to leveraging diverse backgrounds, experiences, and perspectives of our employees in order to provide services to an equally diverse community and encourages applications from all qualified candidates.

The main purpose of this position

The Accountant supports the Senior Finance Controller in ensuring the integrity, accuracy, and efficiency of Support House's financial operations. This role is responsible for maintaining accurate financial records, supporting budgeting and reporting processes, and ensuring compliance with internal policies and funder requirements.

The Accountant plays a key role in strengthening internal controls, supporting audit readiness, and contributing to financial analysis that informs decision-making across the organization. The Accountant also works closely with the Accounts Payable Specialist to support the day-to-day financial operations of the organization and ensure accurate and timely financial processes.

Responsibilities

Financial Operations & Reporting

- Prepare and maintain general ledger entries and account reconciliations.
- Prepare and review monthly bank and investment reconciliations, investigating and resolving discrepancies.
- Reconcile accounts receivable subledger to the general ledger.
- Assist in the preparation of monthly, quarterly, and annual financial statements.
- Support month-end and year-end closing processes.

- Ensure accurate allocation of revenues and expenses across programs and funding streams.
- Monitor and reconcile balance sheet accounts, identifying and resolving discrepancies.

Budgeting & Analysis

- Assist in the development and monitoring of program and organizational budgets.
- Prepare variance analyses and provide insights to support leadership decision-making.
- Support financial forecasting and reporting to funders.
- Collaborate with program leaders to strengthen financial accountability and understanding.

Compliance & Audit Support

- Support preparation of financial statements and working papers for the annual audit.
- Support audit preparation, including gathering documentation and responding to auditor requests.
- Ensure compliance with not-for-profit accounting standards and funder reporting requirements.
- Assist in maintaining and improving financial policies and procedures.

Process Improvement

- Identify opportunities to enhance efficiency, improve documentation, and strengthen internal controls.
- Support the implementation and optimization of financial systems and reporting tools.
- Contribute to continuous quality improvement initiatives within the finance function.

Knowledge and skills necessary to be successful in this role

- Bachelor's degree in Accounting, Finance, or related field required.
- CPA designation or enrollment in CPA program considered an asset.
- Minimum 3–5 years of progressive accounting experience, preferably in a not-for-profit environment.
- Strong understanding of general ledger accounting, reconciliations, and financial reporting.
- Experience with budgeting, forecasting, and variance analysis.
- Knowledge of not-for-profit accounting standards and funder reporting requirements preferred.
- Advanced proficiency in Microsoft Excel and accounting software systems.
- Strong analytical, organizational, and problem-solving skills.
- Ability to communicate financial information clearly to non-finance staff.
- Demonstrated commitment to collaboration, accountability, and continuous improvement.

Working conditions

- Full-time position operating in a hybrid work environment, with a combination of on-site presence and remote work.
- Regular in-office attendance required to support collaboration and financial processes.
- Flexibility required during peak periods such as month-end, budget development, and audit preparation.