

Jr Accountant

Type of Position:	Full-time hybrid (2 days per week on-site)	
Reports to:	Dir of Finance/VP Operations	
Direct Reports:	None	
Salary range:	\$50,000-\$55,000	
Start date:	October 2025	

About HCS

Horizon College & Seminary (HCS) is an evangelical Christian leadership college, and Canada's first theological college to offer [Competency-Based Education](#) at the undergraduate level. Located in Saskatoon, one of Canada's fastest growing cities, HCS is entering into multi-denominational partnerships.

HCS is a professional, evangelical-Christian workplace that seeks to advance God's Kingdom by preparing competent Christian leaders for Spirit-empowered life and ministry. HCS employees share the responsibility to create a workplace that models the professionalism and Christian beliefs, values, and behaviours that are in keeping with HCS's mission and the HCS Code of Conduct.

Qualifications

- Minimum of 2-3 years of experience in full cycle accounting preferably in a multi-entity environment
- Degree or diploma in Accounting, CPA (or working towards CPA) is preferred
- Experience with ERP systems is required, knowledge of QuickBooks is an asset.
- Strong skills in Microsoft Excel/World/Outlook and other office software (Test for excel is part of the recruitment process)
- Excellent attention to detail and strong organizational and time management skills
- Ability to manage multiple tasks and meet deadlines in a fast-paced environment
- Strong analytical and problem-solving skills
- Strong desire to acquire new knowledge and grow within the organization.

Key Responsibilities

- Accounting of company's financial transactions in accordance with Generally Accepted Accounting Principles (GAAP)
- Record various journal entries

- Daily and month-end accounting processes such as balance sheet account reconciliations, including intercompany accounts
- Reconcile bank and credit card statements
- Maintain various accounting schedules (Prepays, Accruals, Fixed Assets, etc)
- Assist with preparation of monthly Financial Statements, including profit and loss statements, cash flow records, and balance sheets.
- Assist with system implementations and integrations
- Suggest and help implementing financial process improvements
- Provide support during annual audits
- Filing of annual T2202, Student T4 and T4A forms

HCS Mission

Advancing God's Kingdom by preparing competent Christian leaders for Spirit-empowered life and ministry.

HCS Vision

Horizon College & Seminary is pioneering fresh models of Christian higher education, aiming to be Canada's preeminent, multi-denominational, competency-based Christian leadership college.

HCS Values

1. **Dependence:** We submit to the Word of God lived out by the power of the Spirit in authentic relationship with Jesus Christ and one another.
2. **Community:** We honour, encourage, challenge, and are accountable to one another as Jesus modeled for us.
3. **Competency:** We aspire always to give our best, serving faithfully with diligence, integrity, and professionalism.
4. **Development:** We invest in intellectual, spiritual, and professional growth.

Applications

To apply, please submit the following:

- Cover letter
- Resume
- Reference information: Note the names, phone numbers, and email addresses of three references: a pastor at your current church, a teacher/professor, and personal reference
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Applicants should submit their application package, preferably in PDF format, by email to the attention of Jan at business@horizon.edu. Please note "Jr Accountant Application" in the email subject line.

All materials must be received by *September 20th* for full consideration. Additional information may be requested.

All qualified candidates are invited to apply; however, Canadian citizens and permanent residents of Canada will be given priority.