

Senior Accountant

Full-Time, Permanent Position

Hiring Manager: Director of Finance

Closing Date: January 2, 2026

To apply, please submit your resume and cover letter to careers@glenbow.org.

Glenbow is an equal opportunity employer and values different perspectives, backgrounds, identities, and lived experiences. We are committed to building a diverse team and encourage candidates from underrepresented groups to apply. Should you have special accommodation needs, please let us know.

About Glenbow

Glenbow is an arts and culture museum undergoing a complete reimagining of what a museum can be. Every member of our team, regardless of job title, is focused on serving our community and reimagining the museum experience.

Our team is passionate about making art accessible to everyone. We are dedicated community builders, working to shape the future of arts and culture in Calgary and beyond. Working at Glenbow also means being part of an organization that recognizes its role in reconciliation and is working toward building an equitable community.

The Opportunity

Glenbow is seeking a **Senior Accountant** to join its Finance team. Reporting to the Director of Finance, this role is ideal for a highly analytical and detail-oriented professional skilled in complex accounting activities. The position requires a solid understanding of accounting principles, advanced proficiency with accounting software, and strong problem-solving abilities.

The Senior Accountant is responsible for maintaining accurate and complete financial records and contributes to month-end and year-end closing processes. In compliance with accounting standards, the position analyzes financial information, prepares accurate reports and reconciliations, and prepares grant and donor reporting. Additionally, the Senior Accountant guides junior staff, assists with audit preparations, and contributes to the development and implementation of accounting policies and internal controls.

Key Responsibilities

Financial Reporting and Accounting:

- Lead the preparation and review of journal entries, reconciliations, and month-end closing activities.
- Maintain the integrity and accuracy of the general ledger and financial records.

- Prepare and analyze monthly internal financial statements, providing insights and recommendations to management.
- Coordinate year-end closing procedures and communicate with auditors during the annual audit process.
- Develop and prepare financial reports for donors and granting agencies to support funding compliance.
- Ensure full compliance with accounting standards for not-for-profit organizations (ASNPO).
- Strengthen internal control frameworks and document accounting policies and procedures to enhance operational efficiency.
- Oversee the preparation and submission of regulatory filings, including GST and T3010 returns.
- Provide backup support for Accounts Payable, Accounts Receivable, and Payroll functions.

Budgeting and Analysis:

- Prepare the annual budget and forecasts, partnering with department heads to align financial plans with organizational goals.
- Provide comprehensive financial analysis, variance explanations, and actionable insights to senior management to support strategic decision-making.

Other Duties:

- Support financial system implementations and efficiency initiatives.
- Perform other duties as assigned or required.

Qualifications

- Bachelor's degree in accounting.
- Recent CPA graduate or working toward a CPA designation.
- Minimum of 5 years of progressive accounting experience.
- Experience in the not-for-profit sector considered an asset.
- Proficiency with accounting software and Excel.
- Knowledge of payroll, accounts payable, accounts receivable, and fund accounting considered an asset.

Key Competencies

- Detail oriented with strong organizational and problem-solving skills.
- Ability to work independently while contributing to a team environment.
- Strong communication skills to work effectively with team members and various stakeholders.
- Adaptability to tight deadlines, heavy workloads, and adjustments to priorities.