Glenbow

Senior Accountant

Full-Time, Permanent Position
Hiring Manager: Director of Finance
Closing Date: September 1, 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

The **Senior Accountant** is a key member of Glenbow's Finance department, responsible for ensuring accurate financial reporting, maintaining strong internal controls, and supporting the museum's long-term financial sustainability. Reporting to the Director, Finance, the role oversees account reconciliations, month-end and year-end processes, budgeting, forecasting, cash flow management, and compliance with accounting standards and regulatory requirements. The Senior Accountant supports audits, grant and donor reporting, endowment and investment accounting, and the development of financial policies and procedures. Working collaboratively across the organization, the position provides financial guidance, improves processes, mentors junior staff, and contributes to the efficient and effective operation of Glenbow's financial activities.

Key Responsibilities

Financial Reporting & Accounting:

- Lead the preparation and review of journal entries, account reconciliations, and month-end and year-end closing activities.
- Maintain the integrity and accuracy of the general ledger and financial records, ensuring transactions are recorded in accordance with applicable accounting standards.
- Prepare and analyze monthly internal financial statements, identifying trends and variances and providing insights and recommendations to management.
- Coordinate year-end closing procedures, prepare audit schedules and supporting documentation, and serve as a key point of contact during the annual audit process.
- Develop and prepare financial reports for donors and granting agencies, ensuring compliance with funding agreements and reporting requirements.
- Ensure financial reporting and accounting practices comply with ASNPO and applicable regulatory requirements.
- Strengthen internal control frameworks and develop, document, and maintain accounting policies and procedures to improve accuracy, consistency and operational efficiency.
- Oversee the preparation and submission of regulatory filings, including GST and T3010 returns.
- Monitor restricted funds and grant expenditures to ensure appropriate accounting and compliance with funding requirements.
- Research and resolve complex accounting issues, applying sound professional judgment and appropriate accounting treatment.
- Identify and implement opportunities to improve accounting processes, systems, and reporting.
- Provide backup support for Accounts Payable, Accounts Receivable, and Payroll functions.

Budgeting & 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.
- Monitor actual results against budget and forecast, identifying significant variances, trends, and areas requiring attention.
- Develop and maintain financial models, forecasts, and supporting schedules to support business planning and decision-making.
- Partner with department leaders to monitor spending, identify cost-saving opportunities, and promote effective financial management.
- Support the development of financial projections and scenario analysis to assess the potential impact of business decisions.
- Prepare and present financial reports and analysis to management, clearly communicating key findings and recommendations.

Other Duties:

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

Qualifications

- Bachelor's degree.
- CPA graduate or working toward a CPA designation.
- Minimum 5 years of progressive accounting experience or minimum 3 years post-designation experience required.
- 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.
- Experience with financial systems such as Microsoft Dynamics GP and other enterprise resource planning (ERP) systems is preferred.
- Strong understanding of financial reporting, internal controls, and regulatory compliance requirements.

Key Competencies

- Detail-oriented with strong organizational, analytical, and problem-solving skills.
- Strong understanding of accounting principles, financial reporting, and internal controls.
- Sound judgement and decision-making skills, with the ability to handle complex accounting matters.
- Strong attention to accuracy and the ability to identify and resolve discrepancies.
- Ability to work independently while contributing effectively within a team environment.
- Strong communication and interpersonal skills, with the ability to work effectively with team members and various stakeholders.
- Able to maintain confidentiality when handling sensitive financial information.
- Ability to prioritize and manage multiple responsibilities effectively while adapting to tight deadlines, heavy workloads, and changing priorities.

Working Conditions

- Work is primarily performed in an office environment with regular computer use and extended periods of sitting.
- Sustained attention to detail and concentration required.
- Generally standard business hours, with flexibility as required during peak periods.