yes. oui
employment services d'emploi

Job Posting

Program Accountant

Yes Employment Services (Nipissing) | North Bay, Ontario

Salary
Starting at $59,933 annually, with progression through a salary grid to $73,764

Reports to
Director of Finance

Application Deadline
November 23, 2026, at 4:00 p.m. EST

The Opportunity

At Yes Employment Services, we help individuals build meaningful careers and support employers across our community. Strong financial administration is essential to delivering our programs responsibly and maintaining accountability to our funders.

We are seeking a skilled Program Accountant who brings more than bookkeeping experience to the role. The successful candidate will understand the financial information they work with, exercise sound judgment, recognize discrepancies and take initiative to resolve issues within established procedures.

Key Responsibilities

- Maintain program-level accounting for funding agreements, including processing program-related payments and assist with financial reporting to funders.
- Prepare and post journal entries and accruals, complete balance sheet reconciliations and support the month-end and year-end close.
- Manage accounts payable, accounts receivable, payment processing and financial transactions using NetSuite.
- Support payroll and benefits administration, including submissions through ADP.
- Interpret and apply financial policies, internal controls and funding requirements.
- Investigate discrepancies, monitor transactions and proactively identify and escalate financial concerns.
- Support the Director of Finance with financial monitoring, audit preparation and process improvements.

Qualifications

- Diploma or degree in accounting, finance or a related field, or an equivalent combination of education and experience.
- Demonstrated experience in accounting, including month-end close, accounts payable, accounts receivable and reconciliations.
- Ability to investigate financial discrepancies, interpret financial information and recognize transactions requiring further review.
- Strong organizational skills, attention to detail and professional judgment.
- Proficiency with accounting software and Microsoft Excel.

Assets: Experience with NetSuite, ADP, nonprofit or publicly funded organizations, or progress toward a CPA designation.

How to Apply

Please submit your résumé and cover letter to **careers@yesnorthbay.com** by 4:00 p.m. EST on Monday, November 23, 2026, with *Program Accountant* in the subject line.

A complete job description is available upon request.