



Accountant

JOB SUMMARY

We are looking for a dynamic senior accountant to join our team who not only loves doing full-cycle accounting but also supporting and educating volunteers around non-profit financial best practices. You are a competent accountant that can work independently. You thrive in a deadline environment. You are more than capable of the day-to-day data entry but also enjoy creating financial reports and analysing data. You are outgoing and enjoy working with people. You are able to communicate accounting concepts clearly and are intrigued to be part of increasing non-profit financial literacy. If this sounds like you, then this job might be for you!

REPORTING TO

Executive Director with working relationships to the Federation's Finance Committee and Treasurer.

ACCOUNTABILITIES:

1. Employee Payroll and Benefit Management

- Executes through payroll service provider bi-weekly payroll
- On and off-boarding of employees
- Manages RRSP and TFSA contributions through payroll and financial institution
- Sets up and reviews timesheets against work in process
- Ensures all employee information is updated and accurate
- Ensure accurate billing by plan provider and proper recovery of premiums from employees
- Completes year end activities with payroll company
- Ability to communicate information and answer queries regarding the plan to/from employees and the provider

2. Full Cycle Accounting for two organizations

- Receipt cheques and EFT's and prepare the weekly bank deposit
- Ensures accurate record keeping including calculating work in process monthly (monitoring of budget vs. WIP); liaise with auditors to adjust WIP as needed
- Finalizes audit bills and verifies WIP is not over policy threshold
- Monitors audit budget and notifies Executive Director when the budget is being exceeded
- Tracks grants and projects appropriately using both Sage and schedules
- Accurate preparation of GST (quarterly), tax returns (T2, T1044, T3010), Casino, grant and other filings or reports for each organization
- Ensure proper receipting of both charitable and non-charitable funds
- Reconciles bank accounts and General Ledger accounts monthly
- Ensures documentation on various schedules
- Prepares monthly and year-end financial statements
- Prepares for and works with external auditors to ensure a clean process
- Works with Executive Director and Finance Committee to present financial information monthly, quarterly, and annually
- Leads the creation/revision of and adherence to financial policies

- Leads the annual budgeting process
- Other duties as required

3. Audit Support

- Analyzes financial and performance data making recommendations
- Works with ED to identify audit inefficiencies and support process improvement
- Support Audit Team and provide continuity to team
- Support Audit Coordinator to improve scheduling and timing

4. Educate and Support Members in Learning Non-Profit Accounting Best Practices

- Develop tools, templates, policies and processes to increase the financial effectiveness of non-profits
- Conduct workshops and/or board consultations to increase volunteer awareness and proficiency
- Write newsletter articles around financial best practices
- Other duties as required

5. Admin

- Update the CRM database daily
- Prepare and provide summary reports as requested
- Contribute to organizational strategy and policy development
- Take actions to minimize risks and maximize opportunities for The Federation.
- Assist in all Federation events as appropriate
- Other duties as required

KNOWLEDGE, SKILLS, AND ABILITIES:

- Experience using accounting standards for not-for-profit organizations (ASNPO)
- Competent user of SAGE and Excel
- Superior organization skills
- Ability to manage multiple deadlines simultaneously and capable of prioritizing
- Ability to communicate effectively, both verbal and written

QUALIFICATIONS:

- Degree in Accounting
- Minimum 2 years accounting work experience
- CPA designation will be given preference

HOURS OF WORK:

8:30am to 5:00 p.m. Monday to Thursday - 9:00 a.m. to noon Fridays. This job requires on-site work and some evening and weekend work.

SALARY:

Please indicate salary expectations in your cover letter. The Federation offers a competitive compensation and benefits package.

Deadline to apply: March 22, 2024