POSITION TITLE: INTERMEDIATE ACCOUNTANT

JOB CLASSIFICATION: Unique points 675

GRID LEVEL: 13, JJEP Wage Grid

**POSITION DESCRIPTION**

**JOB SUMMARY**: The position of Intermediate Accountant provides accounting services to the organization. These services include the processing and monitoring of financial transactions, preparation of various schedules and related reports, tracks office expenditures and maintains relationships with external suppliers and stakeholders, and acts as a key resource point to staff. Working with the Director, Finance & Administration (DFA) the Intermediate Accountant assists in the development and implementation of operating policies related to the safeguarding of assets, maintains compliance with regulatory bodies and meets all reporting requirements of the Society’s contractual obligations. Often required to provide direct communication to Management, Executive, and external stakeholders. The Intermediate Accountant will exemplify and demonstrate commitment to the values and operating philosophy of the Society and stakeholders of The Garth Homer Society.

**Key Duties and Responsibilities:**

* Assists in the day to day Finance functions by providing quality assurance for accounting, accounts payable, accounts receivable, invoicing, donation receipting, cash management, and financial reporting
* Develops and enhance relationships with management, government agencies, suppliers, donors and other stakeholders
* Communicates financial results to staff and Management to enhance their understanding of relative finance and programme budget processes within the agency and across different programme areas
* Provides ad hoc financial or data reports based on new needs or ideas introduced through growth of the organization
* Communicates within all departments and management to obtain accurate timely information to identify areas for improvement, process decision making, and determine potential risk outcomes
* Often required to communicate directly with Management, Executive Directors, external stakeholders, and a variety of funders to obtain confidential information for assessment and analytics
* Required to apply structured analysis and provide interpretation governing choice of action to achieve required results on a variety of initiatives and transactions
* Assists with decision making in funding and grant applications. Plays a key role in in the development of new staff within the agency
* Provides related financial advisory services to all levels of staff
* Assists in the annual performance assessment process for accounting and administration staff
* Participates in screening and recruitment of clerical staff by providing direct input, and assists with onboarding and training of new hires
* Creates an environment of continuous learning and improvement with people and processes across all departments as related to accounting tasks
* Develops strong relationships with operational staff and Management and ensure clear communication of administration policies, procedure and processes are adhered to and deadlines are met
* Provides backup for bi-weekly payroll processing, including benefit management as required
* Assess financial data and choose an approach using accepted accounting methods and internal procedures to produces trial balances of and reconciliations for balance sheet accounts
* Ability to foresee and predict impact of decision making with respect to reporting options and report development
* Monitors and analyzes cash flow, expenditures, journal and ledger entries, bank statements, and other accounting and financial records
* Prepares monthly accounting schedules and account reconciliations
* Prepares monthly bank reconciliations, analyzes anomalies and communicates directly with our financial institutions as required
* Assists the DFA in the preparation of monthly financial statements
* Prepares variance analysis schedules for review
* Assists in the preparation of quarterly financial forecasts to Management
* Required to facilitate joint effort between Management and service providers and/or other professionals to achieve desired results of the agency
* Assists in the annual programme budget process across all departments, and for the agency as a whole
* Assists in the capital budgeting process as required
* Prepares documentation for audit purposes, and audit working papers across multiple departments and programmes within the agency
* Applies structured analysis and application of appropriate methodologies to make decisions based on the broad needs of the organization
* Determines structured reporting of complete ad hoc reporting to analyze cost control, profitability, and supplier selection recommendations to Management
* Completes the annual, regulatory, institutional reporting: CSSEA Salary Survey, CARF financial reporting, WCB, MPP and other related surveys
* Ensures financial policies are applied and adhered to across agency, investigates and follows up to discuss or confirm unusual balances or entries
* Develops and maintains accurate control lists for insurance and accounting purposes
* Prepares accurate and timely issuance of charitable receipts to donors
* Internal control assessment & procedure improvements
* Ensures contract and asset management schedules are prepared and maintained
* Assists in other accounting duties as required

REQUIRED QUALIFICATIONS  
**Education and Knowledge**

* Grade 12 completion, plus
* Completion of three (3) years in accounting, financial and/or office management program, or completion of the third (3) year of a recognized accounting programme (CPA), and/or
* An equivalent combination of education, training as part of a post-secondary Business & Commerce programme and experience, may be considered
* A minimum of three (3) years of recent training and experience in an accounting position is required, preferably with the Not-For-Profit sector
* Excellent understanding of accounting concepts, protocols and processes across a multi-departmental organization
* Excellent understanding of accounts payable and receivable processing
* Experience in risk mitigation processes as related to decision making
* Ability and experience in resolution of issues, errors, and discrepancies
* Experience working with individuals with developmental disabilities, an asset
* Experience with cash management required
* High level of proficiency with MS Office Suite
* Excellent communication skills, both oral and written required
* Experience with Sharevision, Adagio, and PayDirt an asset
* Experience relating to individuals with developmental disabilities an asset

**Knowledge, Skills, and Abilities**

* Strong knowledge of generally accepted accounting principles
* Strong knowledge of risk assessment protocols and processes
* Excellent computer skills
* Excellent communication skills
* Excellent interpersonal skills
* Excellent organizational skills
* High ability to prioritize urgencies
* High ability to work under time pressures and deadlines
* High ability to work independently, and amongst a team
* Ability to apply advanced selection criteria and judgement to problem solve and provide solutions to a variety of issues, or complex accounting matters independently
* Ability to adhere to standard decision making processes to analyze a broad spectrum of information and extract applicable results

**Physical Ability**

* Required to work at a computer station for extended periods of time