

Job Description
Accounting Supervisor, Finance

Summary:

Reporting to the Director Finance, the Accounting Supervisor manages the day-to-day operations of the Finance Department and ensures compliance with regulatory bodies. The main purpose of this role is to achieve the goals and objectives of the Finance Department, coordinate and direct accounting activities, and perform complex accounting work including researching and interpreting necessary legislation and agreements.

The Accounting Supervisor must be able to work in an independent manner and exercise good judgement in selecting and interpreting information as well as understanding when to escalate matters.

Key Duties and Responsibilities:

Financial accounting

- Maintain timely, accurate financial statements and reports that are appropriate for each stakeholder (funders, SLT, Board, auditors)
- Review monthly results and report on variance
- Meet with each SLT member quarterly to review their program financial reports
- Prepare financial statements at fiscal year-end in accordance with generally accepted accounting principles (GAAP) and Canadian accounting standards for not-for-profit organizations
- Prepare supporting information for the annual audit and any interim or special audits
- Ensure compliance with internal financial policies and procedures
- Ensure that all statutory requirements of the organization are met (Charitable Status, Withholding Payments (CPP, EI), Employer Health Tax, GST, PST, and WSBC)
- Maintain accounting and payroll systems and internal financial controls that ensure the integrity and reliability of the financial data
- Oversee reconciliations of all balance sheet accounts on a monthly or quarterly basis
- Manage the recording of capital assets and include amortization and disposition as appropriate
- Prepare annual charitable return for review by Director Finance
- Provide a high level of service to requests for information, advice and direction from external and internal clients

Payroll preparation and administration

- Oversee all payroll functions to ensure that employees are paid in a timely, accurate manner
- Oversee issuance of ROEs and annual T4s
- Understand and be able to interpret the Collective Agreement as it affects payroll
- Have a thorough understanding of MPP and SCCSS's benefits including eligibility and cost share between employer/employee
- Have a thorough understanding of leave policies (union and non-union) as it affects payroll

Budget preparation

- Prepare the annual budget templates for distribution
- Upload mid-year and annual budgets into the accounting system

Knowledge, skills and abilities

- Knowledge of GAAP and Accounting Standards for Not-for-Profit Organizations
- Knowledge of federal and provincial legislation affecting charities
- Knowledge of provincial legislation on Employment Standards, and Human Rights
- Knowledge of the voluntary sector

Other

- Supports and collaborates with the admin team
- Maintains confidentiality and security of all information related to SCCSS
- Reviews effectiveness and efficiency of current processes and makes recommendations
- Cross-trains in other areas within the Finance department and provides support during vacation/sick leave and/or peak times as required
- Creates and maintain policy and procedure manual for areas of responsibility
- Maintains appropriate record keeping and file systems
- Collaborates with other SCCSS programs to enrich program delivery and fulfill our mission
- Supports the mission, vision and values of SCCSS including participating in organizational wide initiatives as interested or asked
- Assists the Director in creating a learning environment for students and volunteers
- Ensures effective service delivery consistent with agency mandate, policy, meeting all legal, contractual financial and other compliance requirements
- Supports ongoing compliance with accreditation standards, new standards and CARE.
- Stays current with SCCSS programs and services.
- Assists with other duties as required, from time to time, aiding with the efficient operation of the organization.

Qualifications and skills required:

- Completion of an Advanced Certificate in Accounting and Finance (ACAF) or equivalent
- Enrolled in the CPA or equivalent program with proof of continuous learning
- Five years of accounting/bookkeeping experience in a busy office environment
- Experience working in the non-profit sector is an asset
- Ability to adapt to change, multi-task and identify/act on priorities
- Detailed oriented with the ability to work under pressure within tight reporting timeframes
- Strong computer skills, experience with Sage 300 ERP and Payworks is an asset.
- Excellent communication and organizational skills.
- Successful results of criminal records check.

Working Conditions

- This position works in a fast-paced office environment at our Inlet office location

Physical Requirements

- Sitting for extended periods of time and computer use.
- Lifting and moving of general office supplies and other related supplies/equipment.

Organizational Relationships

- This position reports to the *Finance Director*