

INTERNAL AUDIT ACCOUNTANT (3 month contract)

The Ontario English Catholic Teachers' Association (OECTA) is the union that represents 45,000 elementary and secondary school teachers in Ontario's publicly funded English Catholic school system.

OECTA is inviting applications for the position of Internal Audit Accountant IV in the Finance Department.

Working under the direction of the Chief Financial Officer and Manager of Finance and Audit, the Internal Audit Accountant provides finance and accounting solutions to the Unit through discussion in our teams and with Unit executives and staff. The Internal Audit Accountant will assist in the planning and execution of the audits of financial statements of the Units for review by the Manager of Finance and Audit, or the Chief Financial Officer. The Internal Audit Accountant will also continue his/her professional development to reinforce and expand his/her chosen career path.

Required Skills:

- Two to three (2-3) years of relevant work experience in Audit.
- Working knowledge of GAAP with emphasis in not-for-profit fund accounting.
- Excellent organizational, project managing, verbal and written communication and interpersonal skills, with professional telephone manner.
- A good business sense with an ability to quickly understand organization structure, processes and culture.
- Experience and/or interest for technical research in accounting standard or other areas of continue study and a desire for learning.
- Ability to maintain strong client relationship, excellent unit service skill and professional in the performance of duties.
- Advanced levels in Excel and PowerPoint. Be comfortable with the use of advanced technology.
- A minimum of three years previous experience with SAGE 300 accounting software experience.
- Minimum of three years' experience using working with QuickBooks and/or QuickBooks Online or other accounting software.
- Ability to travel to Unit offices, if required.
- Ability to meet deadlines and attention to detail.
- Excellent organizational, communication and interpersonal skills.

Required Education/Experience:

- Completed undergraduate degree in accounting or economics.
- Working towards or obtained a Canadian Chartered Professional Accountant (CPA) designation.

Responsibilities Include:

Unit Advisory

- Develops and maintain relationship with units
- Monitors revenue and expense and works as a resource for the Unit Treasurer and office staff under the guidance of the present Manager of Finance and Audit.
- Provides technical accounting support to Unit Treasurer and/or Unit appointed staff on QBO.
- Provides support in the development of ongoing improvement of effective reporting systems, problem solving and responding to requests and enquiries.
- Communicate directly with CRA on various unit matters
- Occasional bookkeeping duties including bank reconciliations

Unit Year-end audit Procedures

- Conduct internal financial statement audits, prepare financial statements and note disclosures
- Perform variance analysis and other financial and system analysis
- Maintain good documentation
- Research and solve simple accounting issues
- Develop and maintain relationships with units

The individual must be able to work independently and with confidential information as well as perform other duties as assigned by the Manager of Executive Administration and Human Resources or designate.

Term: September 19, 2022 to December 23, 2022

APPLICATION PROCESS

The Ontario English Catholic Teachers' Association is committed to employment equity and is actively seeking to ensure a representative workforce. Applicants with lived experience as an Indigenous person or a member of an equity-seeking group are encouraged to self-identify in their covering letter.

In accordance with the *Accessibility for Ontarians with Disabilities Act* and all other applicable legislation, The Ontario English Catholic Teachers' Association is pleased to accommodate individual needs for applicants with disabilities within the recruitment process. Please let us know if you require an accommodation to ensure your equal participation in the recruitment and selection process.

Qualified candidates are required to submit a résumé electronically to the attention of Cindy Robidoux, Manager of Executive Administration and Human Resources at careers@catholicteachers.ca

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.