

ACCOUNTANT **Finance Department**

The Ontario English Catholic Teachers' Association, representing 45,000 teachers in Ontario's publicly funded Catholic schools, invites applications for the position of Accountant, level IV.

Working under the direction of the Manager of Finance and Audit and the Chief Financial Officer (CFO) the Accountant is responsible for maintaining and managing the daily, monthly and yearly closing processing and producing consolidated financial statements and all the funds of the Association.

Financial Reporting and Analysis Responsibilities

- Balance OECTA Funds at the end of each fiscal period;
- Prepare monthly investment reconciliation and journal entries for the monthly changes in the Associations' investment accounts;
- Monthly reconciliation of Balance sheet accounts except for banks reconciliations.
- Prepares and processes release invoices for 44 units and 30 occasional teachers representatives and maintenance monthly/yearly accrual balances;
- Maintains and inputs yearly budgets into SAGE300 for the general fund, reserve fund and membership protection fund,
- Works with various departments on financial accounting and reporting including assistance with the creation of annual budgets for example professional development department; political action fund;
- Prepares and processes, using SAGE 300, BI module Financial Statements by Fund at the end of each fiscal period (ex. Revenue and Expenditure Statement and Balance Sheet Statement) including Consolidated Financial Statements;
- Administrator for SAGE 300 upgrades and the various modules especially the Business Intelligence module for financial statements formats;
- Maintains the Association's chart of accounts adding/inactivate those accounts that are no longer used and insuring that the financial statements reflect these accounts.
- Assist with the preparation of the annual operating and tax reconciliation reports for tenants;
- Assists with the preparation and submission of the HST return for the Tenant Building Fund;
- Prepares monthly financial statements for all funds, assists in the review of financial report reconciliations, and assigned working papers prepared by finance staff;
- Assist with the preparation of required documents for various Association internal and external meetings;
- Prepare monthly statistics for CFO reports and trends in memberships revenue, FTE calculations, and workshop/conference attendance.
- Responsible for internal and external financial reporting for the assigned programs including Ministry reporting;
- Performs continuous assessment of the month-end and year-end closing process and evaluates ways to reduce the timing to close the financial period;
- Assists in ensuring financial and budgeting processes are appropriately linked to projects while also identifying opportunities for cost savings and revenue generation;
- Assist in the preparation of cash flow for the General Fund and producing monthly reports for the General Funds and total projections and analysis;
- Create and analyze financial/statistical reports on a regular basis, taking remedial action to resolve identified issues;
- Monitor, analyze and reconcile variances from approved budget;
- Assists department staff with general inquiries regarding SAGE other document management systems;
- Co-ordinates with the Operations Department on issues related to obtaining authorizations on requisitions, and purchase orders and setting up Accounts Payable Vendors; and

- Back- up for payroll and benefits processing for three payroll accounts, staff, professional development consultants and for staff officers and management.

Education/Experience:

- CPA, CGA or CMA designation, preferably with at least 3 years working experience as a Senior Financial Analysts or Senior General Accountant;
- A minimum of three years' experience with SAGE 300 accounting software or other accounting software platforms;
- A minimum of three years' experience working with QuickBooks and/or QuickBooks Online;
- Experience with online registration/payment systems; and
- Experience with fund accounting and non-for-profit accounting.
- Previous payroll experience an asset

Required Skills:

- Advanced levels in Excel and PowerPoint;
- Comfortable with the use of advanced technology;
- Ability to work effectively with speed and accuracy within assigned timelines as required;
- A good business sense with an ability to quickly understand organization structure, processes and culture;
- Excellent organizational, project management, communication and interpersonal skills; and
- Experience and/or interest for technical research in accounting standards or other areas of continued study and a desire for learning.

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.

This is a Senior Support Staff position under the COPE collective agreement. Starting salary begins at approximately \$82,057 and increases with each year of experience to a maximum of approximately \$88,568 after 18 months. Staff who have successfully completed a CPA designation are eligible for an additional \$4,000 stipend. Support Staff are enrolled in the Ontario Municipal Employees' Retirement System (OMERS) defined benefits pension plan, and employer paid health, dental, and life insurance, where eligible.

The successful candidates should be prepared to become involved in additional professional growth programs in consultation with the Chief Financial Officer.

APPLICATION PROCESS

Applications will be reviewed as they are received, and candidates are encouraged to apply early.

Qualified candidates are required to submit a résumé electronically to the attention of Cindy Robidoux, Manager of Human Resources, via email to hr@catholicteachers.ca

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-deserving 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.

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