



### **Internal Audit Accountant – Temporary (12-18 months)**

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

The Internal Audit Accountant assists our local units to independently maintain financial records using QuickBooks Online (QBO). The Internal Audit Accountant will prepare working papers and financial statements for review by the Financial Officer (CFO) and the Manager of Finance and Audit.

The individual will be expected to continue their professional development to reinforce and expand their chosen career path.

#### **Required Skills**

- A minimum of 3 years of relevant work experience in Audit.
- Working knowledge of GAAP with emphasis in not-for-profit fund accounting.
- A minimum of three years' previous experience with SAGE 300 accounting software.
- Minimum of three years' experience using working with QuickBooks and/or QuickBooks Online or other accounting software.
- Advanced levels in Excel and PowerPoint. Be comfortable with the use of advanced technology.
- Strong organizational and project management skills
- Excellent verbal and written communication 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 standards or other areas of continued study and a desire for learning.
- Ability to maintain strong client relationships, excellent unit service skills and professional in the performance of duties.
- Ability to travel to Unit offices, if required.
- Ability to meet deadlines with strong attention to detail.
- Excellent organizational, communication and interpersonal skills.

#### **Education/Experience**

- Completed undergraduate degree in accounting or economics.
- Must be enrolled and working towards Certified Professional Accountant (CPA).

#### **Responsibilities**

##### Unit Advisory

- Develops and maintains relationships with units.
- Monitors revenue and expense and works as a resource for the Unit Treasurer and office staff under the guidance of the 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.

- Occasional bookkeeping duties including bank reconciliations.

Unit Year-end audit Procedures

- Assists in internal financial statement audits, prepares financial statements and notes disclosures as required.
- Perform variance analysis and other financial and system analysis.
- Research and solve simple accounting issues.

This is a support staff position under the COPE collective agreement. Starting salary begins at \$79,393. Employees who have achieved a CPA designation also receive an additional yearly stipend.

**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](mailto: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 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.*