

ACCOUNTANT

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 IV 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

Payroll and Benefits Administration

- Back- up for payroll and benefits processing for three payroll accounts, staff, professional development consultants and for staff officers and management
- Prepare bi-weekly; bi-monthly and monthly journal entries for all the various payrolls
- Assists in the annual audit of the OECTA Pension plan and the annual reports for the calculation of pension adjustment
- Other job duties as assigned.

Education/Experience

- CPA, CGA or CMA designation, preferably with at least 5 years working experience as a Senior Financial Analysts or Senior General Accountant;
- A minimum of 5 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.

A minimum of 5 years of experience in payroll and benefits processing and accounting.

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 Support Staff position under the COPE collective agreement. Starting salary begins at approximately \$86,632 and increases with experience to a maximum of approximately \$93,506 after 18 months. There is also a \$4,000 stipend in recognition of the CPA designation. 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.

Start Date: October 20, 2025

SELF-IDENTIFICATION

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.

- Do you self-identify as First Nations, Métis, and/or Inuit?
- Do you self-identify as a member of a Black community or racialized community?
- Do you self-identify as a person living with a disability?
- Do you self-identify as a woman, man or as gender diverse?
- Do you self-identify as 2SLGBTQIA+ (Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual)?

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.

Interested parties should submit written applications with résumés confidentially to hr@catholicteachers.ca

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