

Internal Audit Accountant

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

Working under the direction of the Financial Officer (CFO) and the Manager of Finance and Audit, the Internal Audit Accountant assists 44 local units to independently maintain financial records. The role ensures accurate payroll processing, timely Canada Revenue Agency (CRA) remittances, compliance with statutory requirements, advisory services and financial review using QuickBooks Online (QBO).

Key Duties

Unit Advisory and Accounting Services

- Monitors revenues and expenses
- Provides technical accounting support on QBO.
- Supports onboarding and training on financial processes and/or new systems.
- Responds to requests and enquiries.
- Provides support in the development of ongoing improvement of effective reporting systems.
- Occasional bookkeeping duties include, but are not limited to, bank reconciliations and adjusting journal entries.
- Payroll processing using QBO ensuring accurate calculation and reporting.
- Ensuring compliance with CRA requirements, including investigating and resolving CRA notices and payroll discrepancies.
- Preparing and issuing Records of Employment (ROEs)

Unit Year-end Audit/Review Procedures

- Assists in internal financial statement audits and/or review, implements appropriate procedures, prepares working papers, and financial statements as required.
- Perform variance analysis and other financial and system analysis.
- Propose and prepare year-end adjusting entries.
- Research and solve accounting or technical issues.
- Assist with issuing yearend tax slips (e.g. T4, T4A).

General Duties

- Review, validate, and process local Unit release invoices in accordance with eligibility criteria.
- Liaise with local school boards to resolve discrepancies, ensure accuracy and adequate supporting documentation.
- Prepare and maintain supporting schedules and reconciliations to monitor remaining balances available by unit and support accurate period-end accruals and financial reporting.
- Back up support and relief for department team members as required.
- Reception call tree duties.

In addition to regular duties, the successful candidate will have the ability to work effectively and professionally with internal and external parties such as local unit treasurers, school boards, CRA, etc. They will have the judgment to discern what information may be shared with these individuals and how and when to maintain confidentiality. An understanding and willingness to perform overtime as the need arises and be able to travel to local unit offices and events is required.

The individual will be reliable in their attendance and complete their assignments in a timely manner. They will have the initiative to work independently as well as in a team environment. They can complete, in advance, duties related to functions that occur cyclically.

Required Skills and Abilities:

- Working knowledge of Canadian accounting standards applicable to not-for-profit organizations.
- Minimum three years' experience with SAGE 300 accounting software or experience working with multiple accounting systems and financial processes.
- Minimum three years' experience with QBO.
- Advanced working knowledge of the Microsoft Office suite (Word, Excel, PowerPoint, Outlook).
- Comfortable with the use of advanced technology and implementation of new software platforms.
- Experience and/or interest for technical research in accounting standards or other areas of continued study and a desire for learning.
- Strong organizational and project management skills.
- Excellent verbal and written communication skills.
- Ability to meet deadlines with strong attention to detail.
- Excellent communication and interpersonal skills.
- Ability to exercise independent judgment and professional skepticism
- Ability to independently and logically solve problems.

Education and Experience

Completed undergraduate degree in accounting or economics.

The Internal Audit Accountant will be expected to continue their professional development to reinforce and expand their knowledge.

Desirable

Completion of, or enrolled and working towards, a Certified Professional Accountant (CPA) designation.

Three years of relevant experience in accounting, with audit experience considered an asset.

Salary and Benefits

This is a unionized position under the terms and conditions of a collective agreement. Starting salary begins at approximately \$86,632 and increases with experience to a maximum of approximately \$93,506 after 18 months. Support Staff are enrolled in the Ontario Municipal Employees' Retirement System (OMERS) defined benefits pension plan, and employer paid health, dental, and life insurance benefits, where eligible. Staff have access to a generous vacation and sick leave bank as well as summer hours during July and August. The office shuts down over the Winter break to allow all staff to re-energize.

Start Date: ASAP

Application Process

Qualified candidates are required to submit a cover letter and résumé via LinkedIn to:

Cindy Robidoux, Manager of Executive Administration & Human Resources

The closing date for applications is **July 3, 2026, at 4:00 p.m.**

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

OECTA is committed to employment equity and actively seeks 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 cover letter.

Please consider answering the following:

1. Do you self-identify as First Nations, Métis, and/or Inuit?
2. Do you self-identify as a member of a Black community or racialized community?
3. Do you self-identify as a person living with a disability?
4. Do you self-identify as a woman, man or as gender diverse?
5. 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, OECTA 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.