



Senior Accountant

Position:	Senior Accountant
Program:	Finance
Contract:	Permanent full-time; 35 hours/week
Location	355 Church Street
Salary:	\$59,388 – \$73,337 Grade 9
Application Deadline:	February 4, 2019, 5.00pm
File Number:	FIN #4-19 – with cover letter and resume
E-Mail:	hrdep@familyservicetoronto.org
Mail:	HR, Family Service Toronto, 355 Church Street, Toronto, ON M5B 0B2
Web:	familyservicetoronto.org

Family Service Toronto (FST) helps people face a wide variety of life challenges. For over 100 years, we have worked with individuals and families destabilized by precarious mental health and/or socioeconomic circumstances, to achieve greater resilience and stability in more just and supportive communities. We achieve this through our direct service work of intervention and prevention which includes counselling, peer support and education; knowledge building; and system-level work including social action, advocacy, community building and working with partners to strengthen the sector.

Reporting to the Director of Finance and Business Technology, the Senior Accountant is responsible for the performance of a variety of internal/external financial reporting and financial analytical activities to support the program directors, managers and coordinators.

In applying, please clearly identify how you meet the specific qualifications outlined.

RESPONSIBILITIES

- Financial reporting such as keeping accurate files of funding contracts and following up on contracts not received; preparing reports for managers to send to the funders (monthly, quarterly, annually, as required) in the format required by the funders; assisting in setting up the appropriate expected accounts receivable and deferred revenue for each funding contract; preparing analysis of actual to budget of specific expenses or revenue if requested by managers.
- Prepare monthly financial statements and reports and distribute to the program managers and directors.
- Prepare quarterly financial statements and variance analysis reports for the Senior Management team, Financial Affairs Committee and Board in the format required.
- Prepare year-end financial statements including note disclosure. Co-ordinate the preparation of the audit binder and assist in all aspects of audit preparation and completion.
- Prepare financial portion of grant applications for existing/new funders.
- Assist in the preparation of agency plans and budgets. Track changes to budgets and update the forecasts as required. Calendarize budget information before it is entered into the accounting system.
- Prepare any other financial reports, as requested, such as those required by legislation (T3010), external funders, or agency staff.

- Carry out comprehensive analysis of various areas of revenue and expense and identify trends and variances against the historical actuals and budget.
- Preparation of month end/ year-end analysis, reconciliations and journal entries.
- Maintain appropriate levels of confidentiality in all aspects of work performance.
- Advise Director of Finance in a timely fashion of significant problems or delays encountered during the performance of the work.
- Perform special projects or analysis for other related duties as required.
- Performing Great Plains System Administrator responsibilities.
- Design financial reports in the management reporter system as required.
- General ledger maintenance.
- Review and check for completeness and accuracy of cash receipts deposited and posted to the financial system and signing off on a timely basis.
- Responsible for posting payroll journal vouchers.
- Reconcile payroll cycle reports and verify significant payroll transactions for appropriate support and approval, accuracy, completeness and reasonable.
- Yearend T4, EHT and other Payroll reconciliations in conjunction with HR administrator

QUALIFICATIONS

- Minimum of five years experience in financial reporting and variance analysis preferably in the not-for-profit sector.
- University graduate with final levels in a recognized professional accounting program (CPA) is required.
- Excellent knowledge of not for profit accounting principles.
- Knowledge of Great Plains and Management Reporter is a must.
- Advanced experience using EXCEL.
- Demonstrated analytical capabilities with an interest in problem solving.
- Detail oriented and able to do accurate work on a consistent basis.
- Good communications skills. Ability to ask clarifying questions; communicate information regarding accounting procedures to Program Managers/or designates (internal and/or external to FST) with clarity and accuracy.
- Ability to work independently and as part of a team.
- Commitment to principles of social justice, equity, inclusion and cultural competency.
- Current and satisfactory criminal reference check/vulnerable sector check.

In accordance with Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and FST's Equity and Inclusion policy, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance.

We thank all applicants and will contact the individuals selected for an interview.

No phone calls please.