

INTERNAL & EXTERNAL JOB POSTING

Senior Accountant

ISANS is seeking a full-time **Senior Accountant** responsible for providing financial reports to funders ensuring reporting requirements and deadlines are met. Ensures accuracy and effectiveness in all accounting tasks including G/L reconciliation, transaction verification, month end close, and financial statement preparation under the supervision of the Manager, Accounting.

Reporting to the Manager, Accounting, the Senior Accountant will be responsible for:

Accounting:

- Prepare monthly program financial statements
- Prepare complete and accurate financial reports to funders in line with reporting requirements
- Manage the financial portion of the program contract, tracking revenues and expenses of the programs
- Responsible for the accuracy of invoices and payables
- Assist with budget preparations, contract proposals and funding applications
- Lead accounting assistants coordinating daily and weekly activities to ensure deadlines are met
- Verifying transactions conducted by accounting assistants
- Reconciling sub-ledger and general ledger on timely basis
- Perform month end/year end close process in SAGE 300 including monthly overhead allocations
- Maintain cash management and cash flow, oversee bank transfers
- Complete and submit semi-annual HST Charity return
- Prepare Registered Charity Information Return
- Assist in preparation of yearend financial package and annual audit working papers
- Keeping up-to-date on accounting practices, taxation and other related knowledge

Payroll and Benefits

- Updating and modifying payroll allocation in SAGE 300
- Reconciling the balance of all salary and benefit related accounts.

The ideal candidate for this position will have the following:

Education:

- University degree or college diploma in Accounting, Commerce, or Business Management/Administration
- Equivalent combination of education and experience will be accepted

Experience:

- 2 years experience in a similar position (at a Senior Accountant level)
- Strong understanding of accounting and reporting in the not-for-profit sector preferred
- Experience working in a cross-cultural environment; experience delivering direct service to immigrants preferred
- Experience using SAGE 300 preferred

Knowledge:

- Working knowledge of accounting and accounting software, preferably SAGE 300
- Knowledge of generally accepted accounting principles
- Knowledge of federal and provincial legislation affecting charities an asset

Skills:

- Attention to detail and accuracy
- Ability to prioritize and manage multiple tasks
- Technological proficiency with accounting software & MS Suite
- Strong organizational and time management skills
- Strong written and verbal English communication skills
- Ability to work independently and as part of a diverse team

ISANS Core Competencies

Cultural Competency; Equity, Diversity & Inclusion

- Embracing the value that different perspectives and cultures bring to an organization

Collaboration

- Working collaboratively with others across the organization to achieve shared objectives

Continuous Learning

- Continually seeking new knowledge and skills, as well as developing existing capabilities

Innovative Thinking

- Introducing new ways of looking at problems and developing useful ideas that are new, better, or unique

Accountability

- Holding self and others responsible and accountable to being transparent and principled in our approach and to meeting commitments

Respect

- Actively encouraging an environment of fairness, honesty and integrity for all

Terms of Employment

- Fixed-term contract to March 2024, renewable pending funding confirmation
- Full-time, 35 hours per week
- During the COVID-19 pandemic, your work location may be at ISANS' office or at home. Work location will be determined by operational requirements, public health recommendations, and government requirements

Commencement Date: ASAP

Closing Date: Monday March 27, 2023- 4:00pm

To apply: E-mail your expression of interest to careers@isans.ca, stating in subject line the position you are applying for.

ISANS is dedicated to inclusiveness, equity, and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. We encourage applicants to self-identify in their cover letter and request any accommodation required to support them during the recruitment process.

Only those eligible to work in Canada will be considered for this position.

We wish to thank all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.