

INTERNAL AND EXTERNAL JOB POSTING

Manager, Accounting and Reporting

ISANS is seeking a full-time **Manager, Accounting and Reporting** to lead, manage and monitor the day-to-day accounting function for ISANS to ensure all accounting principles, practices and procedures align with legislated requirements and best practices for risk management. To actively lead the accounting team as well as manage administrative budgeting, financial reports, and cash flow. Working in concert with Manager, Contracts & Funder Relations to ensure accounting practices align with GAAP and funder requirements. Reporting to the Chief Financial Officer, this position is responsible for:

Accounting and Reporting Management

- Oversee the organization's accounting operations and lead the accounting team to ensure that accounting records are maintained accurately, reliably and in a timely manner.
- Responsible for periodic book closure and submission of the completed financial reports and forecasts.
- Develop/update and implement accounting policies and internal control procedures for the entire cash cycle.
- Responsible for periodic GL and Bank reconciliations.
- Develop physical asset register in coordination with Facilities and IT team.
- Responsible for compliance with all federal and provincial regulations including submission of statutory returns like the semi-annual HST return, annual Registered Charity Information Return, WCB, annual renewal of Joint Stock Registration and any other statutory regulations.
- Lead implementation of new accounting and coding system.
- Assist Manager, Contract & Funder relations in managing Program funds reporting as and when required.
- Lead internal and external audit and liaise with auditors to take it to satisfactory completion. Prepare required audit working papers and financial statements.

Financial Planning and Analysis

- Responsible for developing, controlling and reporting of financial budgets/ forecasts with respect to administration, while ensuring alignment with both internal and external funder requirements.
- Assist the CFO in preparing periodic presentations to the Board, Board Committees and Staff Meetings.
- Analyze financial statements versus budget periodically for Operational Fund, Program funds and other funds. Prepare variance analysis and provide CFO and Directors with timely, accurate information and propose appropriate corrective actions where required.
- Work in concert with CFO and Manager, Contracts & Funder Relations to determine periodic accounting adjustments for Program fund reporting.
- Prepare rolling 13-week cash-flow forecasts and work towards aligning actual cash-flows with the forecast.
- Respond to internal and external financial queries.

Accounting Team Management

- Hire, onboard, supervise, train, mentor, coach, support, and develop the Accounting team, including setting of annual performance targets and review of accounting colleagues' performance.
- Monitor, evaluate and provide recommendations regarding resourcing needs.
- Identify and coordinate professional development opportunities for the team.
- Establish procedures and processes to meet the objectives of the team services.
- Keep up to date on accounting practices, taxation and other related knowledge, sharing knowledge with team members.
- Monitor team expenses within agreed budget.

General responsibilities

- Design, develop, implement and evaluate processes, accounting policies and procedures to strengthen

internal control.

- Actively engage as a member of the ISANS Leadership Team, including ISANS strategic planning and implementation of accounting team strategic plan.
- Represent ISANS externally at events and through strategic partnerships.
- Review, adhere to, and manage others within ISANS workplace policies and procedures.
- Participate fully in regular staff meetings, team meetings, training and development and ISANS events.
- Perform other duties as required.

The ideal candidate for this position will have the following:

Education

- Bachelor's degree in accounting required
- CPA designation in good standing required

Experience

- 2-5 years of progressive financial, accounting and team management experience.
- Working in a cross-cultural environment, ideally in the not-for-profit sector.
- Developing, implementing, and evaluating financial and accounting policies, internal control and systems.
- Experience in public accounting a definite plus.

Technical Knowledge

- Working knowledge of SAGE 300 or other Not-for-profit accounting systems with project management experience.
- Generally accepted accounting principles.
- Knowledge of federal and provincial legislation affecting charities and understanding of not-for-profit sector.
- Proficiency with accounting software, MS Suite, and databases.

Skills

- Attention to detail and accuracy.
- Strong organizational, team and time management skills.
- Strong interpersonal and training skills.
- Excellent written and verbal English communication skills, including facilitation and presentation abilities.
- Ability to work independently and as part of a diverse team for continuous improvement.
- Demonstrate sound judgement and ability to think through.
- Demonstrated project management skills through the full life cycle of a project.

Leadership Competencies:

- Inspires others
- Displays integrity
- Respectful of others
- Values diversity and inclusion
- Willing to learn and share knowledge
- Independent and collaborative
- Takes initiative
- Demonstrates sound, analytical decision-making
- Ability to think strategically and tactically
- Innovative thinker

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:

- Indefinite term contract
- Full-time 35 hours per week

Commencement Date: ASAP**Closing Date:** Friday May 26, 2023 – 4 p.m.

To apply: Please e-mail your resume and cover letter merged into one document to careers@isans.ca, stating the title of the position you are applying for in the subject line.

ISANS is dedicated to inclusiveness, equity and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. To help us achieve our diversity goals, 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.**