



ACCOUNTING MANAGER

Reporting to: Executive Director

Summary of Functions:

Responsible for all financial aspects of NOVA West Island, including maintenance & implementation of accounting controls, procedures & policies, with guidance from the Treasurer.

Role & Responsibilities:

Responsible for all accounting requirements, including but not limited to;

Finance/Payroll:

- 1 Is responsible for accounts payable and has second-line cheque-signing authority.
- 2 Is responsible for all banking transactions - deposits, transfer of funds, first line of contact with bank representative.
- 3 Prepares on a timely basis all monthly financial reports for monthly Board Meeting (Trial Balance for Treasurer).
- 4 Maintains petty cash in conjunction with the Accounting Clerk.
- 5 Processes all year-end entries and audit schedules to facilitate transition to new fiscal year.
- 6 Works with Auditors during yearly audit.
- 7 Prepares GST rebates on a yearly basis.
- 8 Works with Executive Director & Treasurer in preparing annual budget projections.
- 9 Prepares payroll; ensures accurate time-reporting, processing, and verification of bi-weekly payroll.
- 10 Prepares all required adjustments for vacation, sick days and deductions at source on a monthly basis.
- 11 Prepares government deductions at source, union, pension and group insurance reports for distribution and payment.
- 12 Processes accounts receivable, payable, and donations in conjunction with the Accounting Clerk.
- 13 Prepares end of year T4's, Relevé 1, Federal and Provincial sommaires, CNESST Déclaration des Salaires & pension réconciliation.
- 14 Collaborates with Executive Director and Fundraising Coordinator in submitting expense reports for grant applications and reports.
- 15 Collaborates with Executive Director and Fundraising Coordinator in submitting data for fiscal statistics.

Administrative:

1. Acts as Assistant to Executive Director & attends staff meetings
2. Provides book-keeping and clerical support during fundraising events

General Requirements:

- Is an effective organizer, detail oriented, with the ability to multitask and submit reports on a timely basis.
- Can work independently and is an effective team player.
- Demonstrates excellence in communication and interpersonal skills.
- Maintains absolute confidentiality with regards to all client or donor information.
- Promotes NOVA's charitable role.

Qualifications:

- Knowledge of:
 - Sage Simply Accounting Program (or similar accounting program platform)
 - Donor Perfect
 - Ceridian or ADP Payroll System
- Accounting experience and/or accounting I (college level)
- Proficiency in Microsoft office: Excel, Word, PowerPoint
- Bilingual, French & English, spoken and written
- Experience in medical environment an asset

Annual salary range: \$60,000 - \$70,000

Position: full-time

Start date: June 2023

Please submit CV to Marie-France Juneau at mfrjuneau@novawi.org by May 31st 2023.