

INTERNAL AND EXTERNAL JOB POSTING

Manager, Accounting

ISANS is seeking a full-time **Manager, Accounting** to lead, manage and monitor the accounting function for ISANS to ensure all accounting principles, practices and procedures align with legislated requirements and best practices for risk management. Actively lead the Accounting team as well as manage organization overall budgeting, program budgeting, financial reports, cash flow and all financial related requests from funders. Reporting to the Director, Operations, this position is responsible for:

Budgeting, Controlling and Reporting

- Responsible for the development, controlling and reporting of financial budgets, including ISANS overall budget, operational budget, and individual program budgets, ensuring the alignment with both internal and external financial fiscal requirements
- Obtain sufficient knowledge on all agreement requirements, collaborate with program managers and government officers ensuring the updated program and financial information has been well communicated internally and externally
- Analyze financial statements versus budget and provide program managers and directors with timely, accurate information and advise on appropriate actions
- Responsible for submitting the completed financial reports and forecasts monthly, quarterly, interim and final according to agreement requirements, and prepare bi-monthly Financial Updates Report to the Board of Directors
- Respond to financial related questions internally and externally
- Update and enhance organization accounting and financial policy and procedures

Accounting Management

- Oversee the organization accounting operations, and lead the accounting team to ensure the timely, accurate and reliable accounting records via ACCPAC system
- Maintain cash management and cash flow, oversee bank transfers
- Maintain and file updated program agreements, office leases, capital asset list
- Conduct and submit the semi-annually HST return
- Conduct and submit the annually Registered Charity Information Return
- Conduct and submit the annually renewal of Joint Stock Registration
- Obtain sufficient knowledge of ACCPAC system, and continuity review and make recommendations on accounting program upgrading
- Prepare annual financial statements for audit purposes, and assist in all funder financial monitoring

Managing Accounting team

- Hire, onboard, supervise, train, mentor, coach, support, and develop the Finance team, including annual review of Accounting colleagues' performance
- Monitor, evaluate and provide recommendations regarding resource needs
- Identify and coordinate professional development opportunities for 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

The ideal candidate for this position will have the following:

Education

- Bachelors degree in Accounting required
- CPA designation in good standing preferred

Experience

- 5+ years of progressive financial, accounting and management responsibilities
- Working in a cross-cultural environment, ideally in the not-for-profit sector
- Developing, implementing and evaluating financial and accounting processes and systems

Knowledge

- Working knowledge of accounting and, especially ACCPAC
- Generally accepted accounting principles
- Federal and provincial legislation affecting charities
- Provincial legislation on Employment Standards, Occupational Health and Safety, and Human Rights
- Understanding of the not-for-profit sector

Skills

- Attention to detail and accuracy
- Technological proficiency with accounting software, MS Suite, and databases
- Strong organizational and time management 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

Terms of Employment:

- Fixed term contract to March 31st, 2019, renewable pending funding confirmation
- Full-time 35 hours per week

Commencement Date: ASAP**Closing Date:** Thursday February 28th, 2019 – 4 p.m.

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

**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.**