

POSITION DESCRIPTION: ACCOUNTING SUPERVISOR

SECTION ONE: POSITION TITLE, REPORTING AND STATUS

Position Title: Accounting Supervisor	
Reports to: Senior Manager of Finance	Direct Reports: Accounting and Administrative Generalist, Accounting and Payroll Generalist
Job Status: Full Time	Hours of Work: 37.5 hrs/week
Effective Date: January 13, 2020	Revision Date: April 2023

SECTION TWO: POSITION SUMMARY

The Accounting Supervisor supports in the coordination of the company's general accounting activities to ensure the timely and accurate delivery of financial information. This position provides oversight and direction of the accounts payable, accounts receivable and payroll functions of the organization.

SECTION THREE: DUTIES AND RESPONSIBILITIES

The key responsibilities of the Accounting Supervisor comprise of the following:

- 3.1 Resource to the Senior Manager of Finance**
 - (i) Report to the Senior Manager of Finance on any developments that will influence the overall financial stability and/or viability of the Umbrella Family; and
 - (ii) Prepare any financial information as required by the Senior Manager of Finance.
- 3.2 Compliance with Legislation, Regulations Contractual Obligations and Organizational Policies and Procedures**
 - (i) Ensure compliance with applicable legislation, regulations and funder contractual obligations pertaining to Umbrella Family;
 - (ii) Ensure compliance with the organizations policies and procedures and the collective agreement; and
 - (iii) Inform the Senior Manager of Finance of any areas of non-compliance with legislation, regulations, organization policies and procedures, collective agreements and/or funder contractual obligations.
- 3.3 Risk Management**
 - (i) Inform the Senior Manager of Finance of situations that could create potential risk and liabilities for the Umbrella Family; and
 - (ii) Implement the risk management plan of the organization, as required.
- 3.4 Finance Process Management**
 - (i) Ensure account payable disbursements, accounts receivable and bi-weekly payroll are processed to correct budget centre and in accordance with organizational policies and current legislation;

HUMAN RESOURCES POLICIES AND PROCEDURES

- (ii) Ensure prompt accurate payment of Canada revenue agency payroll remittances, WSIB and employee benefit remittances;
- (iii) Complete account reconciliations including but not limited to bank, credit cards, union dues, and benefit premiums.
- (iv) Maintain and update complex Excel spreadsheets;
- (v) Complete month end accounting reconciliations and journal entries;
- (vi) Conduct and account analysis and file preparations for year end audit;
- (vii) Provide back up support to the Accounting Generalists for payroll as required; and
- (viii) Conduct regular audits of payroll to ensure accurate data entry and coding.

3.5 Human Resources Management

- (i) Lead, coach, manage and mentor directly supervised employees;
- (ii) Provide professional guidance to directly supervised employees in the resolution of concerns and issues;
- (iii) Conduct probationary and annual job performance evaluations of directly supervised employees;
- (iv) Adhere to the processes that have been established for workplace violence harassment and unethical conduct complaints from directly supervised employees in an effective and timely manner;
- (v) Provide oversight to ensure that the recruitment, selection, orientation, development processes are implemented for directly supervised employees;
- (vi) Ensure that directly supervised employees' complaints are responded to in an effective and timely manner;
- (vii) Implement disciplinary action for directly supervised employees according to the policies and procedures of the organization; and
- (viii) Recommend the termination of any directly supervised employees to the Executive Director, when required.

3.6 Information Protocols and Systems

- (i) Ensure appropriate protocols are followed to protect and safeguard financial and human resources information according to privacy legislation, regulations, collective agreements and organizational policy;
- (ii) Ensure the Accounting and Payroll Software (ex. Arrisberg System, SAGE, Ceridian), are updated and meeting organization needs, referring any concerns to the Senior Manager of Finance;
- (iii) Provide oversight on the overall quality and accuracy of any applicable data collection as it related to the finance department; and
- (iv) Ensure quality and accuracy of any data collection associated with this position.

3.7 Health and Safety Management

- (i) Ensure that appropriate and safe working conditions exist to enable directly supervised employees to carry out their duties;
- (ii) Identify and address any identified health and safety issues; and

HUMAN RESOURCES POLICIES AND PROCEDURES

- (iii) Advise the Senior Manager of Finance of health and safety issues that require a broader organizational response.

3.8 Communication

- (i) Maintain regular communications with directly supervised employees;
- (ii) Implement the Crisis Communications Plan, as directed by the Senior Manager of Finance; and
- (iii) Attend staff meetings, as required

3.9 Representation of the Organization

- (i) Represent Umbrella Family in external meetings as assigned by the Senior Manager of Finance.

3.10 Professional Development

- (ii) Participate in a performance evaluation process conducted by the Senior Manager of Finance and follow up on any stated actions and/or goals; and
- (iii) Attend professional development opportunities recommended by the Senior Manager of Finance to enhance overall management knowledge and/or performance.

SECTION FOUR: AUTHORITY

The Senior Manager of Finance delegates authority to the Accounting Supervisor to:

- (i) Make hiring, compensation, performance management and disciplinary decisions for their directly supervised employees;
- (ii) Provide leadership and manage their responsibilities within the established and applicable organizational policies, strategic priorities and performance outcomes;
- (iii) Coordinate the Financial processes in an effective and efficient manner;

SECTION FIVE: ACCOUNTABILITY

The Accounting Supervisor is accountable to the Senior Manager of Finance to:

- (i) Exercise leadership to carry out financial and supervisory duties;
- (ii) Ensure that any applicable legislation, regulations, organizational policies, collective agreement and funder guidelines are not violated;
- (iii) Ensure that assigned financial and human resources duties are carried out in an effective, efficient and timely manner;
- (iv) Ensure that directly supervised employees have the proper support, supervision, orientation and training to carry out their responsibilities;
- (v) Ensure a safe, healthy and productive work environment;
- (vi) Maintain a harmonious working relationship with staff of Umbrella Family;
- (vii) Provide reliable and timely information to support the management decision-making processes of the organization;
- (viii) Ensure that the organization is perceived by the community in a positive manner; and

HUMAN RESOURCES POLICIES AND PROCEDURES

- (ix) Minimize any risks and legal liabilities to the organization.

SECTION SIX: QUALIFICATIONS

The **minimum** qualifications for the Accounting Supervisor are as follows:

6.1 Education, Professional Designation and Certification Requirements

- (i) Bachelor's degree (or equivalent) in Accounting / Finance Management or a related field is required;

6.2 Experience, Knowledge and Skill Requirements

- (i) Five (5) years of finance / accounting and payroll experience and two (2) years of people management experience;
- (ii) Experience working in a not-for-profit organization;
- (iii) Working knowledge of applicable legislation and regulations as well as Generally Accepted Accounting Principles (GAAP), to carry out job responsibilities;
- (iv) Strong written and verbal communication skills, with strong relationship building skills;
- (v) In depth knowledge of MS Office Suite is preferred, including Word, Excel and Outlook. Working knowledge of Sage and Ceridian would be considered an asset;
- (vi) Confident and consistent decision-making skills;
- (vii) Ability to work independently and as a team member to achieve outcomes and meet deadlines; and
- (viii) Ability to focus on established priorities.

6.3 Competencies and Judgment

- (i) Manage in an ever-changing and evolving environment;
- (ii) Use professional judgment on a daily basis;
- (iii) Maintain control in difficult and frustrating situations;
- (iv) Accommodate competing demands;
- (v) Communicate orally and in writing with colleagues, funders and professionals; and
- (vi) Maintain confidentiality.

SECTION SEVEN: WORKING CONDITIONS

The working conditions for the Accounting Supervisor are as follows:

- (i) The position is primarily performed in an office environment;
- (ii) Occasional requirement for multi-tasking, simultaneous multiple urgent demands and / or work requiring attention to detail, subject to frequent, regular interruptions or peak periods requiring an accelerated work pace or deadlines;
- (iii) Seldom exposure to uncomfortable, challenging and hazardous conditions such as dust, noise, odours, verbal or physical conflict, aggression or abuse, etc.;
- (iv) Frequent requirements for manual dexterity / coordination for computer use; Regular requirements for light physical exertion, such as sitting, standing, walking and operating

HUMAN RESOURCES POLICIES AND PROCEDURES

- office equipment; Seldom requirements for heavy physical exertion, including the ability to lift up to 25 lbs (e.g. lifting a child, moving a heavy box of office supplies);
- (v) Regular requirement for low-intensity mental, visual or aural concentration for such activities as reading, inputting data, taking notes; Regular requirement for high intensity mental, visual or aural concentrations such as analysing large volumes of data, listening to calls / presentations or face – to face interactions of a more complex nature;
 - (vi) Salaried position based on 37.5 hours/week, Monday to Friday. Availability to work a flexible schedule to meet the needs of the organization is required.
 - (vii) This position is not required to be on-call.

SECTION EIGHT: INTERNAL AND EXTERNAL RELATIONSHIPS

The Accounting Supervisor will maintain regular contact with the following:

Internal Relationships

- (i) Senior Manager of Finance: To report on progress and receive direction as needed; to communicate regarding financial priorities of the organization, to escalate any concerns or issues regarding the finances (Weekly);
- (ii) Finance Team: To provide oversight and leadership; to provide coaching, feedback and performance management, to provide approvals (Weekly);
- (iii) Human Resources Team: To receive updates regarding staffing; and
- (iv) Supervisors and Managers: To provide support, training or guidance regarding finance and payroll (Monthly).

External Relationships

- (i) Auditors: To participate in financial audits (Annually);
- (ii) City / Government Authorities: To communicate regarding reporting (Monthly); and
- (iii) Accounting & Payroll System Contacts: To troubleshoot and ask questions regarding the system and set up (Quarterly).

SECTION NINE: EMPLOYMENT CONDITIONS

Specific employment conditions of the Accounting Supervisor include the following:

- (i) Satisfactory Police Reference Check for the Vulnerable Sector.

This job profile provides an overview of the minimum requirements of the position and does not include all of the duties inherent, included or associated with the job or with the performance of the job. The Leadership Team reserves the right to make changes to the job profile as it sees fit to meet the needs of the organization.