

POSITION DESCRIPTION: ACCOUNTANT

SECTION ONE: POSITION TITLE, REPORTING AND STATUS

Position Title: Accountant	
Reports to: Senior Manager of Finance	Direct Reports: N/A
Job Status: Full Time	Hours of Work: 37.5 hrs/week
Effective Date: October 1, 2023	Revision Date: October 2026

SECTION TWO: POSITION SUMMARY

The Accountant is responsible for the efficient and accurate processing, reconciliation, reporting and analysis of accounting and finance information in the areas of payroll, payables & receivables, purchasing, and month end accounting. Responsibilities are both cyclical (daily/weekly/monthly) and project based.

SECTION THREE: DUTIES AND RESPONSIBILITIES

The key responsibilities of the Accountant comprise of the following:

3.1 Resource to the Manager of Finance

- (i) Report to the Senior Manager of Finance (“Manager”) on any developments that will influence the overall financial stability and/or viability of the Umbrella Family;
- (ii) Report to the Manager on any developments that will influence the overall financial stability and/or viability of the Umbrella Family; and
- (iii) Prepare any financial information as required by the Manager.

3.2 Compliance with Legislation, Regulations Contractual Obligations and Organizational Policies and Procedures

- (iv) Ensure compliance with applicable legislation, regulations and funder contractual obligations pertaining to Umbrella Family;
- (v) Ensure compliance with the organization’s policies and procedures and the collective agreement; and
- (vi) Inform the Manager of any areas of non-compliance with legislation, regulations, organization policies and procedures and collective agreement.

3.3 Risk Management

- (vii) Inform the Manager of situations that could create potential risk and liabilities for Umbrella Family; and
- (viii) Support and implement elements of the organization’s risk management plan as required.

3.4 Finance Responsibilities: Payroll & Benefits

- (ix) Accurately calculate and process bi-weekly payroll transactions in a timely fashion for union and non-union employees in accordance with organizational policies and collective agreements;
- (x) Provide support to supervisors and managers regarding data input into payroll system;

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- (xi) Update and maintain employee payroll records including new work assignments, compensation changes, etc;
- (xii) Update and maintain employee status changes and processes Records of Employment (ROE).
- (xiii) Resolve payroll discrepancies by collecting and analyzing information;
- (xiv) Complete data imports and exports between payroll system and Excel, and run reports;
- (xv) Ensure payroll is processed in accordance with organizational policies and current legislation.

3.5 Finance Responsibilities: A/P & A/R

- (i) Process accounts payments and prepare pre-authorized payments (PAP);
- (ii) Perform reasonability calculations to ensure accuracy of billings;
- (iii) Manage parent receivables ledger, making recommendations of account write-offs as needed. Set up payment plans with families where necessary. Support supervisors in carrying out collections process;
- (iv) Prepare batches for electronic vendor payments. Process payments and generate cheques.
- (v) Deposit all monies received at Head Office.
- (vi) Perform analysis and reconciliation of revenues compared to current enrolments.
- (vii) Oversee maintenance of aged accounts payables subledgers and ensure timely payments according to payment due dates.

3.6 Finance Responsibilities: Purchasing

- (i) Administer company credit card system: Set up and maintain cardholder accounts, issue statements, ensure accounts are reconciled on timely basis and submit to clerk for processing. Reconcile and post monthly payments.

3.7 Finance Responsibilities: Rentals

- (i) Manage location permits through the HWDSB permit system in accordance with HWDSB requirements; and
- (ii) Perform monthly reconciliation of HWDSB permit statement.

3.8 Finance Responsibilities: Month-end and Annual Accounting

- (iii) Process recurring monthly journal entries including prepaid expenses and capital amortization.
- (iv) Produce reporting for one-time grants and funding.
- (v) Post all EFT transactions from the City of Hamilton.
- (vi) Maintain capital asset ledger for all locations.
- (vii) Participate in annual operating budget preparation.

3.9 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; and
- (ii) Ensure quality and accuracy of any data collection associated with this position.

3.10 Health and Safety

- (i) Take initiative, when required, to identify and address any health and safety issues; and
- (ii) Advise the Manager of health and safety issues that require a broader organizational response.

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3.11 Communication

- (i) Maintain regular communications with supervisors, managers, colleagues, human resources department and the Manager as required;
- (ii) Implement the Crisis Communications Plan, as directed by the Manager; and
- (iii) Attend staff meetings, as required.

3.12 Professional Development

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

SECTION FOUR: AUTHORITY

The Manager delegates authority to the Accountant to:

- (i) Manage their responsibilities within the established organizational policies, priorities and outcomes; and
- (ii) Fulfill their responsibilities duties in an effective, efficient and customer focused manner.

SECTION FIVE: ACCOUNTABILITY

The Accountant is accountable to the Manager to:

- (i) Exercise leadership to carry out job responsibilities;
- (ii) Ensure that any applicable legislation, regulations, collective agreements and the policies and procedures of the organization are not violated;
- (iii) Ensure that assigned payroll and financial duties are carried out in an effective, efficient and timely manner;
- (iv) Contribute to a safe, healthy and productive work environment.
- (v) Maintain a harmonious working relationship with the management team, supervisors, employees and applicable financial professionals;
- (vi) Provide reliable and timely information regarding payroll and / or accounting, as required
- (vii) Act in a way that upholds the positive and professional reputation of the organization as perceived by the community and Umbrella clients.
- (viii) Minimize any risks and legal liabilities for the organization.

SECTION SIX: QUALIFICATIONS

The **minimum** qualifications for the Accountant are as follows:

6.1 Education, Professional Designation and Certification Requirements

- (i) College diploma in accounting, business or a related field;

6.2 Experience, Knowledge and Skill Requirements

- (i) 4-6 years accounting and payroll experience;
- (ii) Experience in full-cycle payroll, financial analysis, month end processes and budgets;
- (iii) Experience using accounting and payroll software;
- (iv) Experience with municipal and provincial funding [is a distinct asset];

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- (v) Knowledge of applicable legislation, regulations, and Generally Accepted Accounting Principles (GAAP), to carry out job responsibilities;
- (vi) Working knowledge of MS Office Suite is required, including Word, Excel and Outlook. Working knowledge of Sage and Dayforce is an asset. Experience with Child care management software is an asset
- (vii) Strong oral and written communication skills to interact tactfully, professionally and effectively with a variety of internal and external stakeholders;
- (viii) Experience working within a not-for-profit organization;
- (ix) Confident and consistent analysis, problem solving and decision-making skills;
- (x) Ability to work both independently and as a team member to achieve outcomes; and
- (xi) Ability to focus on established priorities and meet deadlines.

6.3 Competencies and Judgment

- (i) Coordinate assigned financial and payroll duties in an ever-changing environment;
- (ii) Maintain confidentiality through access to private and sensitive information.
- (iii) Use professional judgment on a daily basis;
- (iv) Maintain control and poise in difficult and frustrating situations;
- (v) Accommodate competing demands;
- (vi) Communicate orally and in writing with colleagues, funders and professionals; and
- (vii) Maintain confidentiality.

SECTION SEVEN: WORKING CONDITIONS

The working conditions for the Accountant are as follows:

- (i) **Physical Effort:** Frequent requirements for manual dexterity / coordination for computer use; Frequent requirements for light physical exertion, such as sitting, standing, walking and operating office equipment; Minimal 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).
- (ii) **Mental Effort:** Regular requirement for low-intensity mental, visual or aural concentration for such activities as reading, inputting data, taking notes; Occasional 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.
- (iii) **Multi-Tasking/Peak Periods:** 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.
- (iv) **Work Schedule:** Salaried position based on 37.5 hours/week, Monday to Friday. This position is not required to be on-call.
- (v) **Unpleasant / Hazardous Conditions:** Minimal exposure to uncomfortable, challenging and hazardous conditions such as dust, noise, odours, verbal or physical conflict, aggression or abuse, etc.
- (vi) The position is performed in an office environment.

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SECTION EIGHT: INTERNAL AND EXTERNAL RELATIONSHIPS

The Accountant will maintain regular contact with the following:

Internal Relationships

- (i) Manager: To liaise in the execution of financial and payroll responsibilities; to report on progress and receive direction, as needed (Daily);
- (ii) Accounting & Office Clerk: To coordinate workflow (Daily);
- (iii) Program Supervisors: To provide support for payroll (weekly) and to receive information regarding enrollment for the purposes of billing and coordinate permits / rentals (Bi-weekly)
- (iv) Human Resources: To receive updates regarding staffing changes to ensure accurate employee records within payroll system (Weekly).

External Relationships

- (i) Vendors: To follow up regarding status of invoices and payments (Monthly).
- (ii) Families: To coordinate late payments and to set up pre-authorized payments.
- (iii) HWDSB: To communicate regarding permits, payments and access cards. (Weekly)

SECTION NINE: EMPLOYMENT CONDITIONS

Specific employment conditions of the Accountant include the following:

- (i) Satisfactory Police Reference Check for the Vulnerable Sector; and
- (ii) Satisfactory health assessment.

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.