



## SENIOR ACCOUNTANT

Position: Senior Accountant

Location: Belleville Association Services

Schedule: Full Time, Salaried 37.5 Hours/Week

Closing Date: July 11, 2022

### To work for the YMCA of Central East Ontario is to:

- Work in a diverse and socially inclusive environment
- Help create meaningful opportunities that impact the lives of individuals
- Help increase the health of our communities
- Feel appreciated as an individual
- Work in an environment where you can make a meaningful contribution
- Have work-life balance and a family friendly environment to help you balance your personal and work commitments
- Make a difference in your community

You can accomplish all of this while having fun in a challenging and dynamic atmosphere!

The YMCA of Central East Ontario is a charity dedicated to strengthening the foundations of community by being a recognized leader and valued partner in the development of healthy communities. This position requires a commitment to the Y mission and core values of caring, honesty, inclusiveness, respect, responsibility, which form the foundations of all Y programs and services.

### **Why work for our charity?**

The YMCA of Central East Ontario is a leading charity committed to strengthening the community through youth development, healthy living and social responsibility. We are guided by values that influence our actions and the decisions we make: Caring, Honesty, Respect, Responsibility and Inclusiveness. The YMCA provides our employees with meaningful jobs and the opportunity to make a difference in the lives of individuals and the health of our communities.

Our vision of Strong Kids, Healthy Families, Inclusive Communities helps guide our work and strategic priorities.

The YMCA of Central East Ontario is at an exciting point of transformation. We are seeking a strategic thinking, innovative, organized and passionate person to join our team and help to continue to bring our vision to life.

### **About the position:**

This position is responsible for providing assistance to the Manager of Finance including overseeing accounts payable and accounts receivable functions, preparing journal entries, grants and funding tracking, among other finance related duties. As a member of the Association's Accounting Department, you will work together to align accounting processes across the Association. Confidentiality is a key requirement.

### **Responsibilities:**

- Monthly responsibilities include: bank reconciliations, AP reconciliations, internal systems reconciliations, recurring and non-recurring journal entries, and production of Departmental Financial Statements (along with a Statement of Revenue and Expense and a Balance Sheet)
- Producing quarterly Financial Statements
- Tracking and recording of investment accounts
- Responsible for tracking and assisting with reconciling all grants and funding including Child Care Fee and Wage subsidies
- Assist with creating systems and tracking for funding as it relates to the New Build
- Pull down on-line banking information on a Daily/Weekly basis and post as required
- Year-end responsibilities include accurate trial balance, all required working papers and review of G/L accounts, and review of payroll year end, including processing of T4's.
- Responsible for remitting payroll related deductions, ie: Benefits and Pension; filing EHT remittances and returns; filing quarterly HST returns
- Responsible for reviewing and approving all new hires and rehires entered

### **Qualifications, Knowledge and Skill Requirements:**

- University Degree in related discipline
- CPA designation or enrolment in program
- Experience in Not for Profit Accounting
- Strong organizational skills and the ability to multi-task
- Excellent interpersonal and communication skills both written and verbal
- Experience with accounting software packages
- Proficient with Excel and Word
- Minimum 5 years' experience in a similar role

### **Working Conditions:**

- Business hours – with expectation of overtime hours during preparation of and duration of year-end audit
- Multiple time and task pressures
- Requirement of first aid and CPR within first three months of start date
- Satisfactory vulnerable sector check

### **Reporting Relationship:**

Reports to the Manager of Finance

### **What the YMCA of Central East Ontario has to offer:**

- Pension plan is offered to all once staff qualify
- YMCA membership
- Staff discounts for Child Care
- Health, Rx, vision, dental, long term disability, and life insurance for full time, permanent employees
- Employee Assistance Program
- Training and development opportunities
- A rewarding job

#### **How to Apply:**

All interested candidates are to submit a resume to:

Carly Butterworth

Human Resources Manager

[carly.butterworth@ceo.ymca.ca](mailto:carly.butterworth@ceo.ymca.ca)

Applications will be received until July 11, 2022

We appreciate your interest in a career opportunity with the YMCA of Central East Ontario. Please note that with the high amount of applicants, only those selected for an interview will be contacted.

The YMCA of Central East Ontario is committed to an environment that is barrier free; if you require accommodation during the hiring process, please inform us in advance so that we can arrange reasonable and appropriate accommodation. The YMCA of Central East Ontario values the diversity of people and communities and is committed to excellence and inclusion in our Association.