



The Children's Aid Society of Ottawa | La Société de l'aide à l'enfance d'Ottawa

ACCOUNTING SUPERVISOR

(1) Permanent Full Time Opportunity - 35 hours/week

LOCATION: Head Office (Address: 1602 Telesat Court, Gloucester, Ontario, K1B 1B1)

POSITION AVAILABLE: Immediately

The Children's Aid Society (CAS) of Ottawa is committed to protecting the children and youth of our community from abuse and neglect. We work in collaboration with community partners to ensure their well-being and to strengthen the capacity of families and the communities in which they live.

We are presently seeking an experienced and efficient **Accounting Supervisor** to join our Accounting and Finance team.

RESPONSIBILITIES:

The Accounting Supervisor is responsible for managing the day-to-day accounting functions, financial transactions, and the month-end and year-end close processes. Key responsibilities include the preparation of monthly financial statements, quarterly government submissions, maintenance of internal financial controls, external audit, and supervision of accounting staff. In this capacity the responsibilities include:

- Responsible for overseeing the month-end schedule as well as performing month-end closing and related analysis, internal and external reporting, and reconciliations.
- Ongoing monitoring, review of financial transactions to verify adherence to agency financial and operational policies and internal controls, identify areas of improvement and implement changes to programs, policies and procedures.
- Prepare and analyze monthly variances between budget and actual financial results; provide accurate, complete and timely analysis to management to support decision-making.
- Prepare, monthly and quarterly Financial Reports and monthly Cash flow statement as required and submit to Finance Manager for review.
- Assist with the year-end audit, including preparation of appropriate working papers, reviewing data compilation, conducting analyses, working with auditors, identifying issues and discussing with Senior Finance Manager.
- Review and approve agency-wide financial payments (Payroll, Foster, OPR, vendor A/P, etc.) and journal postings based on approved budget authority.
- Participate in the completion of the ministry's quarterly child-welfare and non-child welfare submissions, including the coordinating input from HR (FTE) and conducting overall review and quality control of Financial submission.
- Directly supervise accounting staff, provide advice and support as required including the evaluation and management of accounting staff performance.
- Manages the orientation and training of new accounting staff, and ensures appropriate back-up and coverage is always in place.
- Provides ongoing support for identified initiatives and other responsibilities as required.
- Ensures that the Finance Manager is kept apprised of matters that affect the safekeeping of Society assets and the integrity and/or timeliness of reports, statistics and other financial and non-financial information produced.

HOURS OF WORK: Monday to Friday, from 8:30 a.m. to 4:30 p.m.

REQUIREMENTS:

- University degree in a financial or accounting program
- Completion of professional accounting designation (CPA) required
- Minimum 5 years of related accounting experience
- Advanced skills and experience in accounting and payables
- Advanced skills and experience in computerized accounting systems (experience with Oracle Financial System preferred), including advanced spreadsheet and database analysis
- Excellent oral and written communication skills
- Good knowledge and experience in areas of financial control, accounting reporting practices and preparation for external audit.
- Effective leadership, coaching and mentoring ability
- Advanced knowledge and experience in management concepts, techniques and practices

We offer a competitive salary range of \$67,638 to \$84,170, commensurate with skills and experience, as well as generous leave provisions (such as 2 weeks of vacation after 6 months of service). Our modern workplace has excellent physical amenities including a fully equipped gym, free parking and a cafeteria.

If you are interested in the above opportunity, please apply online on our website at <http://www.casott.on.ca/en/careers/opportunities/>, **by 4:30 p.m., on March 5, 2019.**

We thank all applicants for their interests in the Children's Aid Society of Ottawa but we will only contact those selected for an interview. The Children's Aid Society of Ottawa is dedicated to building a workforce that reflects the diversity of the community in which we live in and serve. The Society encourages applications from all qualified individuals