



## **Job Description: Accountant**

### **About JA Central Ontario**

We inspire and prepare young people to succeed in a global economy. We teach students how to start businesses that create jobs. JA programs teach entrepreneurial values that strengthen workplaces and teach skills to generate wealth and manage it. We believe in the boundless potential of young people. In this last year JA Central Ontario was proud to deliver 2230 programs, connect with 4100 volunteers and inspire 57,000 students. The organization is part of a global network reaching 10M students annually, recently celebrating its 100<sup>th</sup> Anniversary.

### **PURPOSE OF ROLE**

The Accountant reports to the Senior Director Finance & Operations. Responsibilities include financial record keeping, analysis and reporting. This position requires compliance to tight deadlines and a multitude of accounting activities including general ledger preparation, financial reporting, yearend audit preparation and the support of budget and forecast activities.

### **RESPONSIBILITIES**

#### **1. G/L Monthly Processing**

- Creates and enters Accounts Receivable billings as requested
- Enters and posts deposits
- Reviews and enters Accounts Payable invoices
- Creates payments and distributes
- Posts and reconciles A/P and A/R
- Prepare Charitable tax receipts and manages the process

#### **2. Month End Reporting**

- Prepare, enter and post journal entries including recurring journal entries and allocations
- Ensures an accurate and timely month end close
- Provides support to all staff in understanding financial procedures and reports

#### **3. Financial Analysis**

- Completes monthly account reconciliations and analysis for Balance Sheet accounts
- Prepares analysis of Income Statement accounts as required
- Completes monthly Investment schedules in support of journal entries

#### **4. Payroll**

- Prepares and submits bi-monthly payroll
- Receives and reviews payroll reports from Ceridian
- Prepares payroll journal entry
- Submits request for T4's and reviews for calendar year end

**5. Yearend, Audit**

- Works with the SDFO to ensure a clean and timely yearend audit
- Provides necessary documentation, analysis and reconciliations to the auditor

**6. Budgeting, Forecasting and Cash Flow**

- Assists SDFO in preparation of annual budget
- Participates with SDFO in development of Latest Estimates and Cash Flow projections

**7. Other**

- Prepares Government and Statutory Filings, including GST/HST, EHT and Property Tax Rebate
- Other tasks as assigned

**QUALIFICATIONS and KEY COMPETENCIES**

- Post-secondary degree or diploma in Accounting
- CPA preferred, or in process
- 3 to 5 years work experience, preferably in the not-for-profit sector
- Strong communication skills (written and verbal)
- Excellent computer skills, proficient in Microsoft with emphasis on Excel
- Knowledge of Quick Books Online preferred
- Payroll experience is an asset
- Ability to multi-task, work under pressure and meet deadlines as required
- Proven attention to accuracy and detail
- Demonstrated ability to work collaboratively and work as an effective member of a team
- Must pass criminal record check