

## Job Posting

Date Posted: August 13,2020  
Title: Intermediate Accountant  
Status: Full time Permanent  
Language: Bilingual preferred  
Location: Ottawa  
Closing Date: August 21, 2020

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### Primary Focus

Reporting directly to the Finance Manager, the Intermediate Accountant is responsible for supporting the day to day functioning of the finance department, including the payroll, accounts payable, general accounting processing, and analysis and reporting of trades and client-related expense transactions.

This position will suit a detailed oriented and technologically savvy individual with initiative and an interest in learning new skills.

### Main Responsibilities

**Payroll & Benefits Administration: Responsibilities include but are not limited to the following:**

- Bi-weekly payroll processing and employee benefits administration.
- Monthly payroll and benefits reconciliation and salary forecast updates.
- Provides salary and benefits budget preparation support.
- Manages highly confidential information in a professional manner, adhering to privacy laws and payroll/accounting best practices; ensures the confidentiality and security of all financial and employee files.
- Provides additional payroll administrative support to HR Advisor as required.

**Accounts Payable & Month End Support: Responsible for entry and payment of staff expense claims, trades and client-related payables invoices including but not limited to the following duties:**

- Reviews related invoices for accuracy and budget availability.
- Codes and inputs invoices to appropriate general ledger account numbers and related project and budget codes where applicable.
- Ensures appropriate sign off is procured (where necessary) and that appropriate supporting documentation has been received prior to payment.
- Provides detailed analyses and explanations of all transaction variances including investigating discrepancies and following up on outstanding items.
- Prepares exception reports for program front line and supervisors and follows up as required.
- Reconciles corporate credit cards, petty cash and outstanding requisitions on a monthly basis.
- Creates and inputs GL entries and reconciles and balances GL accounts on a monthly basis according to company policies and procedures.
- Keeps track of all capital assets and manages inventory.
- Identifies trends in financial performance and provides recommendations for improvement.
- Develops and implements accounting procedures by analyzing current procedures; recommending changes.
- Assists in the creation of financial models and forecasts.
- Writes and maintains all policies and procedures associated with client expense processing transactions.
- Corresponds with OPRs and SCS staff and responds to inquiries in a timely manner.
- Maintains vendor files and filing systems for all financial documents.
- Prepares documentation for external auditors.
- Backs up other finance staff as required.
- Performs other duties as assigned.

**Knowledge and Skills**

- A University degree in accounting or business, though an equivalent combination of education and experience may be accepted.
- Enrollment in the CPA professional accounting designation program preferred.
- Excellent oral and written communication skills in English, in addition to strong business writing skills.
- Excellent oral and written communication skills in French an asset.

- Intermediate or Advanced Excel skills required.
- Experience with Great Plains and SharePoint an asset.
- Demonstrated commitment to a professional work ethic, working cooperatively and collaboratively with internal and external customers, clients, volunteers and partners while demonstrating a strong customer/client orientation.
- Self-directed with superior organizational and time management skills with an ability to manage overlapping priorities and multiple areas of responsibility.
- Demonstrated ability to keep thorough records and maintain a clear and organized filing system while managing multiple projects.
- Previous experience in a non-profit environment is a strong asset.

### **Core Competencies Required**

- Collaboration
- Creative Problem-Solving & Decision-Making
- Fostering Independence in Others
- Holding People Accountable.
- Initiative
- Interpersonal Relations & Respect
- Self-Development
- Resilience
- Self-Control
- Service Orientation
- Values and Ethics

### **Working Conditions**

Work is normally completed within a standard office environment. Constant interruptions may be expected, however work is generally scheduled with priorities established in advance.

### **Accommodations**

Service Coordination (SCS) has an accommodation process in place and provides accommodations for candidates and employees with specific needs. If you require specific accommodations, please contact the Human Resources Advisor of SCS so that we can make arrangements to provide appropriate accommodations for you.

Qualified candidates may submit their resumes, along with a cover letter quoting competition number 2020 - 07 no later than August 21, 2020 at 4:00pm to [Human Resources](#).