

Job Description**2.8 Accountant****Responsible To**

The Accountant reports to the Executive Director.

Job Summary

The Accountant is responsible for establishing and maintaining effective accounting systems and procedures to report, analyze, and address the financial activities of the Association programs, and for advising the Executive Director on issues that impact the financial condition of the Association. The Accountant is a member of the Finance Committee of the Board of Directors, and ensures all financial services meet accounting standards required by legislation, generally accepted accounting principles, funders, and accreditation bodies.

Responsibilities**1. Budgeting and Financial Statements:**

- Under the direction of the Executive Director, prepares the annual operating budget and assists in the preparation of the annual capital budgets.
- Analyzes budget variances.
- Prepares quarterly financial statements on a timely basis, including financial summaries for the Executive Director's presentation to the Board of Directors.
- Prepares reports that assist in interpretation and analysis of the financial results, and is responsible to make improvement recommendations to the Executive Director.
- Prepares annual financial statements for review by management and by the NACL auditors. Liaises with NACL auditors and prepares documentation to supports the audit to ensure a cost-effective audit process.
- Reports financial results and interacts with external agencies as required.

2. Payroll:

- Ensures accurate and timely preparation of a union and non-union employee payroll. Ensures the requirements of the union Collective Agreement are met.
- Ensures hard-copy and electronic-copy documentation of payroll related material and information is securely stored to maintain confidentiality.
- Oversees and is responsible for the timely reporting and payment of payroll associated liabilities.
- Oversees preparation of payroll related reports as required by management and outside agencies.

3. Accounts Receivable/Payable:

- Oversees the processing of accounts receivable/payable and ensures accurate documentation, records and files of the same are maintained for easy reference.
- Completes reviews of all accounts receivable/payable and takes necessary action to ensure the status of each is current.
- Reviews subcontracted work to ensure payments are in accordance to contracts.
- Reviews contracts to ensure NACL is within acceptable risk factors.

4. General Financial Management:

- Ensures validity of all banking transactions and accurate records are maintained, including PAD transactions, online deposits and payments, account balances, transfers, reconciliations, mortgage/loan payments, etc. Ensures appropriate controls are set to ensure low risk of abuse or collusion. Develops and enforces controls over the handling of cash.
- Designs and maintains accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded, and financial records are properly maintained to provide reliable information for the preparation of financial statements.
- Manages the Association's investment portfolio and maintains the fixed assets ledger.
- Ensures the preparation of all financial reports, records, estimates, and accounts of the Association are in accordance with Canadian accounting standards for not-for-profit organizations.
- Ensures that all insurance requirements of the Association are kept up to date, and that a sufficient level of coverage meets the risk levels acceptable to the Association's management and Board of Directors.
- Develops controls to safeguard the monies of persons served in NACL's residential services.
- Ensures funding government inquiries of a financial nature are answered in a timely fashion, and maintains a good working relationship with the government representatives.
- Develops Association financial policies and procedures, and ensures the accounting department follows the same.
- As a member of the Senior Management Team, provides leadership, vision, and direction to other NACL staff, and participates in the Association's decision-making processes.
- Adheres to the NACL Mission Statement, Policies and Procedures Manual, Operations Manual, and CARF Standards.
- Supervises and delegates appropriate duties and responsibilities to the Assistant Accountant and Accounts Payable Clerk.

Qualifications

- Recognized accounting designation (CPA), or other formal training in not-for-profit accounting theory and practice, combined with several years of accounting experience.
- Sound computer skills, the ability to set up and maintain an automated accounting system, and a working knowledge of the Association's existing computer software.
- A commitment to maintain a high standard of accounting skills and knowledge through structured professional development courses.
- The ability to work independently, with minimal direction and supervision, and to meet time commitments on a consistent basis.

Conditions of Employment

- Valid BC Driver's License.
- Criminal Record Search upon commencement of employment and every five (5) years thereafter (commencing 3-year searches by the fall of 2017, providing clearance to work with vulnerable persons).
- TB test with a negative result (per the Residential Care Regulation).
- Flu shot or preventative measures as mandated by the Ministry of Health – Community Care Licensing.

Other

- The work requirements of this position may be carried out either by an employee of the Association or contracted out to an independent accountant or firm. If contracted out, then a written agreement should be entered into which spells out the work requirements and which should be consistent with this job description.
- Remuneration for this position and other terms and conditions of employment (including hours of work, benefits, etc.) are to be established by the Executive Director.
- The Accountant would not be required to be a member of the employees' union.

Reviewed

- August 2017