



JOB POSTING

POSITION:	GENERAL ACCOUNTANT/ANALYST
REPORTING TO:	MANAGER, FINANCE
JOB TYPE:	FULL-TIME PERMANENT (35 HRS/WEEK), NON-BARGAINING
POSTED DATE:	NOVEMBER 18, 2022
APPLICATION DEADLINE:	DECEMBER 2, 2022
EXPECTED START DATE:	ASAP
LOCATION:	TORONTO

ABOUT CHILD DEVELOPMENT INSTITUTE

CDI is a leading children's mental health agency in the City of Toronto offering a range of services to approximately 3,500 children ages 0-12, youth ages 13-18 and their families each year. Our mission is to promote and support the healthy development of children and to strengthen the families and communities in which they live. We provide four streams of service to families in need: early intervention, family violence, healthy child development and specialized mental health services for children and youth with learning disabilities.

POSITION SUMMARY

CDI is seeking an experienced and knowledgeable General Accountant/Analyst who will be responsible for the effective and efficient support of the financial and accounting operations of the organization. Reporting to the Manager of Finance, the GGA will also ensure the accuracy and timeliness of regular, ongoing transactional processes within the shared services model.

DUTIES & RESPONSIBILITIES

Finance and Accounting Activities:

- Working alongside the Payables/ Receivables Administrators, ensuring the timeliness and accuracy of work completed of the accounts payable, account receivable, credit accounts, bank deposits and general bookkeeping activities.
- Perform month-end activities, including journal entries, accruals, bank reconciliations and balance Sheet account analysis.
- Administer and support the budgeting/financial reporting system.
- Assist managers with monitoring their budgets and planning their financial activities.
- Complete miscellaneous finance operations such as HST filing; bank deposits, accounts receivable and journal entries
- Prepare monthly and quarterly reports for program managers and funders, including relevant analysis and appropriate recommendations.
- Prepare specific and detailed financial analysis and reports as required or appropriate to various stakeholders.
- Prepare supporting documentation for funder audits and financial monitors, and the audit committee.
- Lead monthly/ quarterly financial review/ forecast meetings in collaboration with Finance Manager.
- Implement continuous improvement processes to maximize efficiencies within accounting operations.

Shared Services Activities:

- Identify, analyze & resolve transactional issues leading up to the sound completion of Shared Services/ Organization payables and other accounting processes.
- Provide support in the Quarterly and year-end reporting, make recommendations for internal controls to increase operating efficiencies, and provide input on financial decisions, process improvements of the organization.
- Ensures that appropriate policies and procedures are being utilized by the staff and that all staff completes mandatory recording and reporting.

- Provide in-depth and ad-hoc analyses on program spend, spending patterns, cost-reduction, reallocation and carryforward opportunities to support the program Development staff with various finance related concerns regarding their programs.

Annual Processes Activities:

- Perform year-end close activities, including journal entries, accruals, account reconciliations and analysis.
- Participate in the annual budgeting process and monitor monthly budget variances.
- Assist in the preparation the year-end audit schedules and working papers, Complete the annual Charity Return and Information form for submission to CRA.

Other Activities:

- Continuous focus on innovating and improving procedures and processes to build capacity and improve the Finance Department's impact
- Work directly with funders, vendors and customers and other stakeholders to resolve financial concerns and positively represent CDI
- Perform other duties as assigned to meet the overall goals and objectives of the organization.

MINIMUM QUALIFICATIONS AND SKILLS

- Post- Secondary education in Accounting
- An accounting designation (CPA) an asset
- 3 -5 years full cycle accounting experience
- Working knowledge of ERP systems
- Experience in data modelling, dashboards, and reporting tools is highly desirable
- Must be resourceful and possess excellent problem solving and analytical skills
- Strong oral and written communication with all levels of staff, the public and clients while maintaining objectivity and confidentiality
- Advanced accounting and finance knowledge
- Ability to work independently using an above average level of initiative
- Experienced and skilled in the use of all corporate productivity tools including Outlook, Excel, Word, PowerPoint
- Excellent organizational skills and demonstrated ability to prioritize multiple and changing demands
- Current vulnerable sector screening (criminal background check)
- Ability to work in a respectful manner with groups from diverse backgrounds and experiences.

WORKING CONDITIONS

- Governed by concurrent and dynamic deadlines, despite conflicting priorities and frequent interruptions.
- The noise level in the work environment is usually moderate.
- Fast-paced work environment.
- Frequent handling of queries and calls from employees and managers.
- Required to work flexible hours in order to accommodate operating needs.

COMPENSATION: Salary is under review and is subject to skills, abilities, and qualifications.

APPLICATION INSTRUCTIONS:

Child Development Institute

Human Resources

E-mail: careers@childdevelop.ca and msalib@childdevelop.ca

Thank you in advance for your interest. However, due to the volume of resumes received, only those candidates selected for interviews will be contacted.

DIVERSITY AND INCLUSION:

Child Development Institute is an Equal Opportunity Employer. We value inclusivity & diversity in the workplace. We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to,

- *First Nations, Métis and Inuit peoples, and all other Indigenous peoples;*
- *members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;*
- *persons with visible and/or invisible (physical and/or mental) disabilities; and*
- *persons of marginalized sexual orientations, gender identities, and gender expressions.*

We recognize that many of these identities intersect and that therefore, equity, diversity and inclusion can be complex. We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our community.

ACCOMMODATION:

Child Development Institute is committed to creating an accessible and inclusive organization. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and the Ontario Human Rights Code (OHRC). Child Development Institute will provide accommodations throughout the recruitment & selection process to applicants with disabilities. During any stage of the recruitment process, please notify Human Resources of the nature of any accommodation(s) you may require. Any information received relating to accommodation measures will be addressed confidentially.

All applicants are advised that offers of employment are contingent upon the successful completion of a Vulnerable Sector Check.

Note: All CDI employees are required to be fully vaccinated as a condition of hire in accordance with CDI Mandatory Vaccination Policy.