



OPPORTUNITY POSTING

ACCOUNTANT

Posted: August 20, 2024	Location: Toronto, ON
Term: Average of 26 hours per week	Deadline: Ongoing acceptance until September 13, 2025 - 10:00 am EST
Salary: \$40.00 - \$42.00 per hour	Interviews: Late September 2024
Level: Mid - level	Beginning: Mid to late October 2024

OCIC is seeking an experienced Accountant to join our exceptional team

BACKGROUND:

The Ontario Council for International Cooperation (OCIC) is an expanding community of Ontario-based international development and global education organizations and individuals working globally for social justice.

POSITION DESCRIPTION:

Reporting to the Executive Director, the **Accountant** will work closely with OCIC management, staff and volunteers, members, partners and funders in achieving the Councils' collective goals outlined in our Strategic Plan and Global Affairs Canada (GAC) funding agreement, and furthering our long-term vision.

In conjunction with the Executive Director and the Director of Operations, this position will be responsible for OCIC's financial activities, including supporting budgeting and forecasting; leading on account reconciliation and reporting statements of financial position; overseeing accounting activities related to income auditing, accounts payable processing, accounts receivable collection, tax compliance and payroll; and providing relevant administrative support and services, as requested.

The Accountant will work during regular office hours, an average of 26 hours per week.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Ensure compliance with OCIC's Finance, Financial Controls and Procurement Policy and financial management procedures, in adherence to Canadian Accounting Standards for Not-for-Profit organizations, as well as Global Affairs Canada and other funders' financial management requirements;

- Support the Executive Director and Director of Operations in preparing and managing a comprehensive budget for OCIC, including preparing accurate monthly financial statements and reports, and maintaining OCIC accounts in accordance with Canadian Accounting Standards for Not-for-Profit organizations;
- Prepare financial reports for OCIC, Global Affairs Canada, and other funders;
- Review draft budgets prepared by the Executive Director for the Board Finance Committee, and the OCIC Board of Directors;
- Maintain the general ledger and oversee financial accounting systems for cash management, accounts payable and receivable, deposits and petty cash; prepare month end transactions; post to and reconcile G/L;
- Reconcile bank and investment accounts;
- Process electronic payments, and ensure invoices and expense reports are supported by necessary documentation;
- Oversee the management of all payroll functions including preparing and/or liaising with payroll company on monthly staff payroll;
- Ensure accuracy of payroll related filings (T4s, source deduction remittances) prepared by payroll company, and prepare Records of Employment (ROE), as required;
- Oversee the management of employee insurance and benefits plans;
- Prepare and submit HST returns;
- Ensure OCIC's Board contact information is updated and submitted in a timely manner to the Canada Revenue Agency;
- Manage the annual audit process, including preparation of supporting information for the audit, liaise with external auditors as necessary, including on preparation of annual tax return;
- Document and maintain complete and accurate supporting information for all financial transactions, and advise on compliance;
- In conjunction with the Executive Director and Director of Operations, assist with the preparation of funder-requested financial reports, and help to ensure all contract and financial commitments are met in a timely manner;
- Prepare annual charitable return for the Ontario Foundation for Global Citizenship (OFGC) and ensure OCIC's statutory requirements are met;
- Evaluate software needs to meet OCIC's financial data processing, control and reporting requirements;
- Provide financial management guidance for OCIC staff, including support the preparation of budgets for funding applications, and training staff on OCIC's financial policies and procedures, as requested;
- Respond to requests for accounting information in a timely, professional manner;
- Uphold the vision, mission, mandate and values of OCIC, and comply with all OCIC policies and procedures;
- Provide relevant administrative support and services, as requested; and
- Respond to telephone and email inquiries, as necessary.

REQUIRED EXPERIENCE, SKILLS & QUALIFICATIONS:

- University degree in Accounting or related field and/or a minimum of five years' relevant professional experience, including working in accounts payable and receivable, general ledger, payroll and payroll reports;
- Strong knowledge of Canadian Accounting Standards for Not-for-Profit organizations;
- Extensive experience with data entry, record keeping, budgeting and forecasting;
- PC proficiency with MS Office, Excel, Sage 50 and QuickBooks;

- Demonstrated experience in services related to payroll including preparing and submitting ROEs, and processing electronic payments;
- Strong understanding of non-profit business and income tax worksheets and computations;
- Demonstrated ability to work effectively independently, with minimal supervision;
- Experience and ability to manage an audit and work with an external auditor(s);
- Detail oriented, with demonstrated leadership experience in finance and financial management;
- Clear and effective written and oral communication skills, and numeracy skills;
- Proven ability to solve problems and provide an innovative approach to recommending financial policies and procedures;
- Demonstrated good judgement, discretion and diplomacy skills;
- Experience working with funders, particularly Global Affairs Canada (GAC).

Working Remotely:

The successful candidate must have computer proficiency, access to high-speed internet, and capacity to work virtually. They must also be able to attend periodic in-person meetings and work events in-person, in Toronto.

To apply:

Please complete OCIC's application form and attach your cover letter and CV [here](#) by no later than September 13, 2024 at 10:00am EST. Applications will be reviewed on a rolling basis, and interviews will take place in September 2024.

Values in Practice:

OCIC's work, both internally and as a collective of members, is grounded in a shared vision of global social justice, human dignity and participation for all, and is guided by ideals about anti-oppression, human rights, international cooperation, and the appropriate meeting of human needs articulated in a multitude of places by multilateral bodies, states, and civil society groups.

OCIC is committed to anti-racism, anti-oppression and the prevention of sexual exploitation, abuse and harassment. All OCIC staff, Board, volunteers, members, partners, funders, contracted parties and representatives engaged or working with or for OCIC to provide services on behalf of the Council are required to comply fully with our Prevention of Sexual Exploitation, Abuse and Harassment Policy and Code of Conduct, and our Anti-Oppression and Anti-Racism Policy.

As an equity seeking organization, OCIC encourages applications from individuals that represent the full diversity of communities in Canada, including complexities of intersecting identities such as disability, age, class, gender, race and sexual orientation.

Please contact lisa@ocic.on.ca if you require any accommodations during the application process.