

Finance and Accounting Officer Job Description

Department: Finance

Position Summary:

Reporting to the Director of Finance, the Finance and Accounting Officer is responsible for preparing financial reports (**using SAGE 50**) and support the organization's financial operations. The Finance and Accounting Officer understands the organization's operations and management, and some of its more complex financial management and accounting issues specific to the nonprofit sector including regulations, policies and procedures.

Specific Duties and Responsibilities

Finance and Accounting:

- Assist the Director of Finance with the preparation of annual budgets for various programs in accordance with the specifications outlined by various service providers.
- Perform budget to actual comparisons and report variances to the Director of Finance on a timely basis
- Ensure timely and accurate monthly and year end closure of accounts, including the review on monthly bank reconciliation, and submit reports to the Director of Finance as per prescribed deadlines
- Review financial paperwork and procedures, provide recommendations and make necessary changes
- Assist in processing Accounts Payable and Receivables and identify and resolve invoicing issues, accounting discrepancies
- Collecting daily and weekly timesheets, review and validate information to be recorded accurately
- Ensuring all payroll transactions are processed efficiently and resolving payroll discrepancies; enter new employees' data (e.g. bank accounts and tax identification numbers) into internal databases in a timely manner
- Determine payroll liabilities by calculating employee federal and provincial taxes, SIN, employer's social security, unemployment, and workers compensation payments
- Issuance of T4s and Records of Employment as per Employment Standards
- Assist as a back up support to the finance staff's absences
- Perform other duties as assigned

Qualifications:

- Advanced knowledge and hands on experience with SAGE 50 and Microsoft Excel
- Completion of a College or University program in Accounting or Finance with 2 years' relevant work experience
- Demonstrated ability to meet funding, reporting and internal deadlines, and to monitor financial aspects of projects and their funding requirements
- Knowledge of the not-for-profit sector is considered an asset;
- Solid knowledge of financial and accounting procedures

Essential Skills:

- Advanced knowledge and hands on experience with SAGE 50 and Microsoft Excel
- Excellent communications skills, both written and verbal
- Ability to work both independently and co-operatively
- Strong Math and Numeracy; Problem solving; Research information; Critical thinking; Decision Making and Attention to Detail.

Apply in writing with a cover letter and resume to careers@westofwindsor.com

WEST Inc. reserves the right to hire during the posting period. We thank all candidates for their interest; however, only individuals selected for interviews will be contacted. Due to the large volume of applicants, we regret we cannot confirm that our office has received resumes.

(Accommodations available upon request)