



Job Posting

Supervisor of Accounting

YMCA of Eastern Ontario

Employment Category: Full Time permanent

Hours: Business hours with flexibility to meet deadlines

Compensation: \$45,000 - \$51,795

Placement Date: August 30, 2021

Work Location: Brockville YMCA, 345 Park Street, Brockville, Ontario

Our Mission:

The YMCA in Canada is dedicated to the growth of all persons in spirit, mind and body, and to their sense of responsibility to each other and to the global community.

Our Vision:

Our values are caring, honesty, respect, responsibility, and inclusiveness. These are central to our mission, guiding our behaviours, attitudes, and actions.

Nature & Scope:

Reporting to the Director of Finance and IT, the Supervisor of accounting supports the Director in carrying out the effective and efficient operation of the Finance function.

Major Duties / Responsibilities:

The successful candidate will be responsible for:

- Performing month-end and year-end closing ensuring accuracy of financial statements in accordance with GAAP and compliance to internal policies and preparation of yearend audit file
- Performing monthly balance sheet and P & L fluctuation reconciliation and analysis
- Assisting with the day-to-day general ledger accounting, financial reporting, and analysis for association
- Engaging in routine communication with Association managers/Supervisors relating to financial close, issues and deliverables
- Developing periodic management reporting of financial results.
- Supervising the completion and verification of accounting processes including deposits, accounts payable, accounts receivable, depreciation, reconciliations, and cash flow
- Developing recommendations on cost control to optimize association effectiveness
- Cross training as back-up for other Finance/Accounting staff in the case of emergencies/vacations
- Participating in the maintenance of information management systems including membership database, accounting system and reconciliation report systems



- Assisting in outside reporting including but not limited to the financial audit, Y Canada, Y Ontario and funding reports
- Participating in all mandatory staff functions including meetings, training sessions, etc.
- Promoting participant and staff/volunteer safety at all times and follows YMCA Child Protection Policies and Procedures
- Adherence to all YMCA Child Protection Policies and Procedures
- Accepting Service Leader responsibilities
- Carrying out other duties as determined by the Director of Finance and IT

Qualifications:

- Criminal Reference Check (CPIC) including Vulnerable Sector Check completed not more than 120 days prior to interview, with results acceptable to the YMCA of Eastern Ontario.
- University degree/college diploma and 5-6 years related experience at a mid-managerial level or equivalent in education and training
- Strong technical accounting background consisting of the ability to understand accounting processes, procedures and internal controls.
- Experience in AccPac is a must
- High level of computer literacy, technology and emerging trends including Excel and database skills
- Strong analytical and problem-solving skills
- Strong organizational skills
- Team player but also have ability to work independently
- Excellent written and verbal communication skills, including ability to interact effectively with all levels throughout the organization
- Current first aid and CPR certification
- Experience in a non-profit organization is an asset

Competencies:

- **Team Work:** A contributing member of the highly motivated, results-oriented Accounting Services team. Shares knowledge and provides support to all team members.
- **Results Oriented:** Ability to lead, manage and achieve identified goals.
- **Initiative:** Is proactive in proposing and implementing timely and effective solutions that achieve the goals of the organization.
- **Forward Thinking:** Anticipates the future needs of the organization, recommends and assists in the implementation of the most appropriate programs and systems to meet those needs.
- **Service Orientation:** Recognizes the internal customer and provides timely information and support to help all employees perform more effectively. Uses superior customer service skills to interact with suppliers, customers and other agencies as needed.
- **Organization Awareness and Understanding:** Demonstrates and promotes a personal understanding of and appreciation for the vision, mission, and values of the YMCA.



Building healthy
communities

YMCA of
Eastern Ontario

- **Planning and Organizing:** Ability to establish a clearly defined and effective course of action for self and others to accomplish short and long-term work goals.
- **Problem Solving:** Ability to identify an issue, gather and process relevant information, determines possible solutions, selects appropriate responses and implements and evaluates them.

Please apply by email with a résumé and cover letter by August 13, 2021, to:

Maribeth Graham

Director, Finance and IT
YMCA of Eastern Ontario
Maribeth.Graham@eo.ymca.ca

We appreciate your interest in a career opportunity with the YMCA of Eastern Ontario. Please note that only those selected for an interview will be contacted. Candidates invited for an interview will be required to submit three professional references.

The YMCA of Eastern Ontario is committed to an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance so that we can arrange reasonable and appropriate accommodation. The YMCA of Eastern Ontario values the diversity of people and communities and is committed to excellence and inclusion in our Association

This position has been posted internally and externally.