



CAMP OCHIGEAS

Job Posting: Senior Financial Accountant (SFA)

Camp Oochigeas is a privately funded, volunteer-based organization that provides kids with cancer and kids affected by childhood cancer with a unique opportunity for growth through challenging, fun, enriching and magical experiences. Since 1984, Ooch has been providing magical camp experiences to thousands of children affected by childhood cancer. Camp Oochigeas provides on-site chemotherapy and blood work to our camper population during their stay at our 400-acre facility in Muskoka, ON. The Camp also provides year-round programming at The Hospital for Sick Children in Toronto and other pediatric oncology centres across Ontario as well as for children living in the community. Camp Oochigeas has experienced strong strategic growth in the last few years and is offering increased programming in order to better serve our community.

Overall Purpose

The Senior Financial Accountant (SFA) is responsible for the day to day accounting and payroll functions at Camp Oochigeas. As part of these tasks, the SFA will prepare journal entries, perform account reconciliations, ensure compliance with GAAP and adhere to company policies and procedures. They will also be responsible for the efficient processing and administration of payroll, working with the HR team to ensure key tasks are documented and controls in place. Strong attention to detail, ability carry out assigned tasks in a timely manner, and strong accounting experience are key components of this role.

Reports to: Manager of Finance

Specific Accountabilities:

1. Payroll (40%)

- a) Responsible for the full payroll cycle (bi-weekly pay, ROE, T4, EHT) using ADP Workforce Now.
- b) Maintains individual and organization payroll records (changes in exemptions, insurance and other benefit coverage, savings deductions, etc).
- c) Conducts quarterly payroll cost allocation and analysis.
- d) Maintains yearly schedule of payroll records; reconciles same with GL and outside provider.

2. Reconciliations (30%)

- a) Leads review and prepares monthly bank reconciliation.

- b) Leads monthly review and preparation of all other balance sheet reconciliations.
- c) Leads review and reconciliation of payroll register to general ledger.
- d) Participates and takes the lead in monthly/quarterly review adjustments and reconciliations by department.
- e) Maintains the complete filing system to support financial records, and journal entries to reconcile accounts.
- f) Liaise with bank and broker to reconcile Gifts of Securities received.
- g) Leads review and prepares monthly revenue reconciliation from sub-ledger to bank.

3. Financial Reporting & Analysis (30%)

Monthly:

- a) Prepare month-end journal entries, including accruals.
- b) Processes, reviews and distributes month-end and ad-hoc financial reports to all departments.
- c) Maintains company records in accordance with GAAP.
- d) Acts as first point of contact for financial questions and queries from Department Directors/Managers.

Quarterly:

- a) Prepares and reviews quarterly financial statements and ensures they are prepared in a timely and accurate basis.
- b) Assists in preparation of variance analysis (YTD, YoY, etc).
- c) Assists in the running of financial reports for all Departments.
- d) Assists in preparation of management forecasts as required.
- e) Assist in review and preparation of capital assets schedule.

Annually:

- a) Assists with the preparation of review and audit engagements.
- b) Supports the preparation of financial statements and annual budgets.
- c) Prepares statutory remittances (HST returns, etc.).
- d) Assists with preparation of T3010 reporting.

4. Other duties as assigned by Manager of Finance

Key Relationships:

- a) Reports to Manager of Finance.
- b) Works closely with, and under the additional guidance of the CFO and Manager, Human Resources.
- c) Collaborates with other Finance & Administration department team members as required, and provides a first point of contact to all Camp Oochigeas staff for payroll-related enquiries and concerns.

- d) Works closely with other departments as primary contact for financial reporting and budgeting questions.

Experience and Qualifications:

Required Criteria

- a) At least 2-3 years' experience with full cycle payroll is essential, specific exposure to ADP Workforce Now is an asset.
- b) Actively pursuing CPA or completed CPA or other accounting designation.
- c) At least 3-5 years' generalist experience in the accounting.
- d) Bachelor's Degree in Accounting/Finance or equivalent combined education and work related experience.
- e) Knowledge of GAAP and associated procedures.
- f) Good written and verbal communication skills.
- g) Advanced Excel skills and strong knowledge of MS Office and Outlook.
- h) Working knowledge of Raiser's Edge and Financial Edge is an asset.
- i) Ability to work under pressure to deadlines.
- j) High degree of accuracy and a good eye for detail.
- k) Demonstrated ability to take initiative and achieve results in a fast-paced and changing environment.
- l) Must have some flexibility to put in extra hours during peak times.
- m) Current police reference check and vulnerable sector screening.

Advantageous Criteria

- a) Current driver's license.
- b) Experience in the non-profit sector an asset.
- c) An understanding of the power of Camp.
- d) Demonstrated commitment to volunteerism or volunteer sector.
- e) Collaborative, professional and positive style of communication, and comfort working in an open-office environment.

Personal/Professional Characteristics

Results and task oriented, strong problem solving and critical thinking skills, attention to detail, self-motivated, proactive, independent, good team player, possess confidentiality and integrity, able to work in a small office environment, and demonstrate commitment to fundraising for children with special needs and exceptionalities.

Particular Working Conditions:

- a) In consideration of the populations Ooch serves, the incumbent is a non-smoker.
- b) This full-time position works out of the Toronto office and will be required to work at Ooch North camp, as needed.
- c) Some evening and weekend commitments may be required.

Physical Requirements:

The usual and customary methods of performing the job's functions require the following physical demands: lifting, carrying, pushing, and/or pulling; stooping,

kneeling, crouching, and/or crawling; and significant fine finger dexterity. The job is performed in a generally hazard free environment and in a clean atmosphere.

The minimum physical requirements for this position include:

- a) Able to focus on computer screen for long periods of time while maintaining productivity.

Benefits

This position offers a competitive salary, full benefits package, vacation, professional development, and performance based increases.

Equal Employment Opportunity

Camp Oochigeas invites applications from all qualified individuals. Camp Oochigeas is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens and permanent residents.

Accessibility

Camp Oochigeas provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. Accommodation will be provided, on request, to applicants with disabilities to enable their participation in the recruitment, assessment, selection and hiring stages.

Start Date: Immediate

To Apply

Please send a cover letter, resume and expected salary to hr@ooch.org by **June 28th, 2019** with the email subject reading **Senior Financial Accountant**.

Fax, mail, or email is acceptable and needs to be addressed to the attention of:

Senior Financial Accountant Hiring Committee

Camp Oochigeas

464 Bathurst St.

Toronto, ON

M5T 2S6

Fax: 416 961 2267

Email: hr@ooch.org

No phone calls please

Only applicants selected for an interview will be contacted. For more information about Camp Oochigeas, please visit www.ooch.org

Camp Oochigeas is committed to employment equity and encourages applications from all qualified applicants.