
Senior Accountant (Level 6)

Background

Created in 2007, the Canadian Partnership Against Cancer (“the Partnership”) is an independent organization funded by the federal government to accelerate action on a national cancer control strategy. The Partnership collaborates with a variety of experts, organizations and stakeholders across the country to harness the best of what is working well to control cancer and to effectively implement this strategy coast to coast. We share with our partners the common goals of reducing the risk of cancer, lessening the likelihood of Canadians dying from cancer and enhancing quality of life for those affected by cancer.

Our vision is to continue to lead, learn and take action on the growing body of evidence and knowledge about cancer prevention and care. With a focused approach, the Partnership will execute its strategic priorities, tangibly measure and demonstrate the impact of how its pan-Canadian cancer control strategy has reduced the burden of cancer on Canadians.

This position is part of the Finance and Corporate Services Division of the Partnership, headed by the VP. This Division is responsible for Finance, IT and Administration, Delivery Management, Partner and Vendor Services and all Corporate Shared Services needed to secure a sound financial platform and ensure that the Partnership has the technical, operational, infrastructure and day-to-day capabilities necessary to achieve the maximum cancer control outcomes within budget.

Overview of Role

Reporting to the Controller, the Senior Accountant is responsible for performing general ledger accounting functions, analysis, financial reporting and general process improvements.

Accountabilities

Financial accounting and reporting

- Responsible for month, quarter and year-end close and preparation of draft financial statements
- Prepare journal entries and account reconciliations related to the balance sheet, revenue and expense accounts, including bank and other reconciliations; capital asset, investment, cash, payroll accounting; and project funding
- Assist with cash flow management by preparing analysis and cash management reports as required
- Assist Controller with preparation of monthly financials for reporting to all internal stakeholders by closely working with Accounts Payable Coordinator.

- Preparation of legislated quarterly and annual filings in compliance with Canada Revenue Agency e.g. sales tax (HST) and payroll remittances, federal corporate income tax return (T2), Not for Profit Organization Information Return. Also supports preparation of compliance reports to the Finance and Audit Committee
- Prepare analysis and working papers in support of the monthly, quarterly and year-end financial statements as well as other reports as required
- Assist with preparation of annual and 5 year corporate plan compensation budgets and continuous monitoring of actuals against budgets.
- Assist with development and reporting of measures for corporate financial performance
- Determination of journal entries and account reconciliations related to expense accounts based on financial analysis and input from analysts, delivery managers and directors
- Assist with preparation of timely and accurate partner project reports to ensure timely payments to the partners to support outcomes.
- Preparation of ad-hoc financial reports utilizing reporting tools in the Agresso system
- Assist Controller and Manager, Financial Planning and Analysis with preparation of draft quarterly and year-end financial reports and analysis including the necessary variance review

Payroll and benefits administration

- Work with the Payroll Manager & Talent Management Officer to submit the bi-weekly payroll and prepare related journal entries
- Reconcile Ceridian payroll reports to the general ledger and prepare payroll general ledger reports and reconciliations
- Work with the Payroll Manager & Talent Management Officer to complete annual payroll filings required by Canada Revenue Agency including T4s, T4As and reconciliation to the general ledger.

Risk management including internal control and financial policy development and implementation

- Assist with development and implementation of accounting and control systems and procedures
- Assist with development and implementation of policies and practices to ensure financial reporting and all financial and accounting transactions comply with organization policies and professional standards

Other

- Assist Controller in external audit, preparing necessary documents and analysis
- Other duties as required such as special projects, various ad-hoc analysis and other related support to the Finance area
- Assist the Controller, and Director, Finance and Administration as required

General Accountabilities

- Drive innovation and culture change by delivering accelerated impact and reinforcing a collaborative culture; joint responsibility for staff engagement and collaboration
- Accountability for collaboration across divisions and portfolios and with external partners
- Support Controller/Director accountabilities, as well as the Partnership's programs
- Responsible for supporting division strategy and goals, allocating resources and delivering results on time and within budget

Division of Time by Area of Accountability

Delivering Core Mandate: 55-60%

Driving Collaboration: 20-25%

Supporting Controller/Director/VP: 15-20%

Essential Skills and Attributes

- Strong technical accounting skills, with the ability to analyze complex transactions, and attention to detail
- Excellent analytical, interpretive and problem solving skills; quality and detail oriented
- Demonstrated leadership and management skills
- Ability to proactively manage and respond to change
- A commitment to collaboration and a joint-accountability approach
- Strong internal and external relationship management skills
- Strong mentoring, coaching and knowledge-sharing skills, ability to interact and work effectively with staff and colleagues
- Excellent written and verbal communications skills
- Adaptability, flexibility, diplomacy and tact; self-motivation and initiative
- Utmost discretion regarding confidential information
- Organized, adaptable, self-motivated
- Ability to prioritize and multi-task within a fast-paced environment

Experience and Education

- CPA designation or finalist
- Minimum of 5 years progressive experience in accounting and analysis
- Experience using ERP and payroll software solutions. Specific experience with Agresso Business World and Ceridian an asset
- Extensive knowledge of Microsoft Office products, including advanced knowledge of Excel
- Experience in healthcare or government reporting is an asset
- Previous experience with accounting system implementation, process redesign and report writing with ERP systems; knowledge of NPO accounting would also be considered assets