



Canadian Mental  
Health Association  
Sudbury/Manitoulin  
Mental health for all

Association canadienne  
pour la santé mentale  
Sudbury/Manitoulin  
La santé mentale pour tous

## Intermediate Accountant or Junior Accountant

**INCUMBENT:** N/A

**REPORTS TO:** Manager, Finance & Corporate  
Services

**PROGRAM:** Corporate Services

**APPROVED BY:** Director, Finance and Corporate  
Services

**DATE APPROVED/REVISED:**

**HOURS:** 35 hours/week

### POSITION SUMMARY:

Reporting to the Manager, Finance and Corporate Services, the Intermediate Accountant is responsible for coordinating various finance functions and supporting the team as directed. Key functions include but are not limited to completing cyclical and non-cyclical accounting processes, reconciliations, reporting and analysis on a set basis. Assignment of responsibilities within the department will include a focus on Accounts Receivable, Banking, Month-end close, Budgeting, Forecasting and analysis of results functions. Additional duties will be assigned based on ongoing priorities, deadlines and department needs.

### ESSENTIAL JOB RESPONSIBILITIES:

- **Coordinates the financial functions of the Agency.**
  - Ensure that all financial activities meet legislative requirements, Board policies and directions, funding body criteria and professional standards including Ontario Health Reporting Standards (OHRS).
  - Establish appropriate financial management and forecasting systems including procedures and key practices to ensure financial management accountability in accordance with standards of accounting for non-profit organizations.
  - Provide advice, guidance, and support to management with regards to budgets, targets, and projections. Report on program outcomes and ensure information is submitted in the proper format.
  - Prepare quarterly funder reports and oversee preparation of the information included therein while keeping in mind deadlines.
  - Review, prepare and make recommendations on current processes with a focus on efficiency and quality improvement opportunities and to ensure mutual financial and program success.
  - Conduct cost analysis to ensure value for money of projects and quality of financial decisions that are being recommended.
  - Coordinate preparation of required Financial Reports monthly and quarterly.
  - Coordinate the year-end audit file process.
  
- **Provides information and reports for Informed Decision Making**
  - Develops and presents reports, statistical data, and information on organizational financial operations.
  - Prepare new and monitor deliverables for existing funding applications.



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- Prepare business plans for proposed activities.
  - Prepare financial forecasts for various activities.
  - Provide recommendation of projects and proposed activities
  - Prepare and review data on current projects and provide reports to management.
  - Prepare in-depth cost analysis on various projects to determine viability and sustainability.
  - Draft receivables contracts to ensure terms are in-line with Agency need.
- **Directs Operation of the accounting system**
    - Ensure that payroll and remittances, payables, receivables, and related functions are processed accurately and on schedule.
    - Monitor and review the posting and balancing of all journals, ledgers, and records. Producing monthly reports and distributing them to other teams as required.
    - Reconcile all incoming revenues including tenant rents, contract revenues and funding from agreements.
    - Maintain rent rolls for all properties.
    - Prepare and reconcile the bank and investment related transactions monthly.
- **Quality**
    - Maintain quality-assurance activities by reviewing and evaluating the finance department processes.
- **Other**
    - Internal and external committees support may include being an active participant and/or lead on committee(s), preparing meeting agendas and distributing meeting minutes; and implementing and following up on action items.
    - Maintain Agency's values, vision, and mission by ensuring that all programs and activities meet legislative requirements, policies and procedures, funding body criteria, and professional and Branch standards.
- **Qualifications**
    - Completion of a College Diploma in Business Administration or Accounting is required. A University Degree in Business Administration or Accounting would be an asset.
    - 2-4 years related experience in the full cycle of accounting.
    - Proficiency in both official languages is an asset.

### JOB SPECIFIC COMPETENCIES

The following competencies are required for this position:

<b>Teamwork and Collaboration</b>	Shares relevant or useful information with team. Speaks of team members in positive terms. Is looked to by team members as a valuable source of information.
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<b>Integrity</b>	Upholds clear ethical standards that are broadly respected within the agency and with outside partners. Holds self-accountable for professional behavior.
<b>Planning, Organizing and Coordinating</b>	Efficiently uses time and completes tasks and keep projects on time through the routine planning of own work and organization of resources. Keeps manager and other appropriate people informed on their progress. Able to complete work to meet various reporting deadlines. Recognizes problems and provides recommendations for improvement.
<b>Building Relationships and Partnerships</b>	Develops a long-term collaborative relationship with other staff and stakeholders to share information/resources and advance the agency. Calls on relationships in times of needs but also responds expediently to requests of others.
<b>Functional Skills</b>	Ability to solve problems or issues by analyzing the problem or issue and determine appropriate solutions or alternatives. Ability to communicate effectively. Strong attention to detail. Proficiency in Microsoft Office Suite with advanced skills in Excel. Strong accuracy and attention to detail. Excellent organizational and time management skills.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as assigned to meet the ongoing needs of the organization.