

JOB POSTING

Date posted	Tuesday, January 9, 2018
Title	Intermediate Accountant / Analyst
Status	Permanent
Bilingualism	Preferred
Closing Date	Friday, January 19, 2018

Service Coordination for People with Developmental Disabilities (SCS) is a not-for-profit bilingual organization managed by a volunteer Board of Directors which works with and for families and people with intellectual disabilities residing in the region of Ottawa. SCS serves adults and children by providing information and referral services and case management support. An important goal is to empower families/individuals to make informed choices about the supports they seek.

This position will suit an individual with initiative, who has great attention to detail, an interest in learning new skills and is technologically savvy.

Main Responsibilities

- Reviews all client related invoices for accuracy and budget availability
- Codes and inputs invoices to appropriate general ledger account numbers and related project and budget codes where applicable
- Imports vendor transactions through customized billing portal and ensures accuracy prior to posting to the GL
- Ensures appropriate sign off is procured (where necessary) and that appropriate supporting documentation has been received prior to payment
- Ensures controls within the billing portal are upheld
- Provides detailed analyses and explanations of all transaction variances including investigating discrepancies and following up on outstanding items
- Prepares exception reports for program front line and supervisors and follows up as required
- Writes and maintains all policies and procedures associated with client expense processing transactions
- Analyzes current and past financial data and performance and prepares projections based on this analysis
- Prepares accounting related entries to numerous registers, journals and logs
- Identifies trends in financial performance and provides recommendations for improvement
- Assists in the creation of financial models and forecasts
- Maintains OPR and client files
- Corresponds with OPRs and SCS staff and responds to inquiries in a timely manner
- Prepares documentation for external auditors
- Backs up the Intermediate accountant and the Finance Officer as required
- Performs other duties as assigned.

Knowledge and Skills

- A University degree in accounting or business, though an equivalent combination of education and experience may be accepted.

- Minimum of three to six years of progressive experience in an office accounting environment. Enrollment in the CPA professional accounting designation program a strong asset.
- Excellent oral and written communication skills in both French and English, in addition to strong business writing skills.
- Intermediate or Advanced Excel skills required.
- Experience with Great Plains and SharePoint an asset.
- Commitment to a professional work ethic, working cooperatively and collaboratively with internal and external customers, clients, volunteers and partners while demonstrating a strong customer/client orientation
- Self-directed with superior organizational and time management skills with an ability to manage overlapping priorities and multiple areas of responsibility.
- Demonstrated ability to keep thorough records and maintain a clear and organized filing system while managing multiple projects.
- Previous experience in a non-profit environment is an asset

Core Competencies Required

- Collaboration
- Creative Problem-Solving & Decision-Making
- Holding People Accountable
- Initiative
- Interpersonal Relations & Respect
- Self-Development
- Resilience
- Self-Control
- Service Orientation
- Values and Ethics

Working Conditions

Work is normally completed within a standard office environment. Constant interruptions may be expected; however, work is generally scheduled with priorities established in advance.

Accommodations

Service Coordination (SCS) has an accommodation process in place and provides accommodations for candidates and employees with specific needs. If you require specific accommodations, please contact the Human Resources Advisor of SCS so that we can make arrangements to provide appropriate accommodations for you.

As the ideal candidate you are a self-starter with excellent interpersonal skills who works well in a team environment. Qualified candidates may submit their resumes, along with a cover letter quoting Competition Number 2018-01 no later than Friday, January 19, 2018 at 4:30 pm to Human Resources.

While we appreciate all responses, only candidates under consideration will be contacted. We kindly ask not to send in duplicate copies of your resume.