

ACCOUNTING ANALYST – 12 month contract (Maternity leave)

Girl Guides of Canada, Ontario Council is the largest organization for women and girls in Ontario. Through our dedicated and talented members, we continue to ensure Guiding remains a place where girls can experience new things, dare to be themselves, and become more confident and connected to the world around them. We bring out the extraordinary in every girl.

We are currently seeking an **Accounting Analyst** to bring out the extraordinary in our complex non-for-profit and charitable status accounting environment.

If you thrive when given the full range of accounting responsibilities from typical monthly reporting and government filings through to complex analysis and forecasting, then this role might be a perfect fit for you.

As the senior member of our small four person accounting team, you will need to be a “go to” resource for accounting issues for your AR, AP, and Bank Reconciliation colleagues while also problem solving with department managers on their accounting issues. Of course, our Accounting Manager and Finance Director are there to support you, but your success will come from being an analytical, self-starter with great attention to detail and strong communication skills.

Through applying appropriate financial controls and using your advanced knowledge of Sage AccPac and Excel, you will:

- Perform monthly account reconciliations including investments, capital assets, prepaid expenses, HST return, inventory and funds
- Prepare and process journal entries, file imports and inter-office transfers
- Investigate unusual items to identify causes, resolve recurring issues and, for further complex issues, propose options
- Prepare monthly operating statements and analyze variances
- Support forecasting and budgeting process including issuing of budget templates and consolidation of budget submissions
- Prepare annual reports including T3010 Charity Information Return and National Office submissions
- Prepare year-end working papers and audit file

This is just a start, as of course, everyday can bring new challenges and issues that will need your attention.

If you love accounting, have a proven track record as an Analyst, understand the complexities of the Not-for-Profit environment, and like to interact with other departments, then make sure that you have the basics before you apply...

The Basics

- University Degree in related field
- Accounting Designation or actively enrolled in a professional accounting designation program
- 2+ years continuous Account Analyst experience
- Advanced knowledge of MS Office, particularly Excel (vlookups, IF statements, pivot tables)
- Working knowledge of Sage ACCPAC
- Very strong technical and analytical skills
- Detail-oriented, organized and capable of prioritizing workload to complete multiple tasks while meeting deadlines
- Strong interpersonal and communication skills
- Knowledge of Guiding in Ontario a strong asset

Final Details

- 12 month contract role, starting May 29, 2017
- Located at 180 Duncan Mill Road, Suite 100, Toronto
- Reports to our Accounting Manager
- Competitive salary for the Not-for-Profit sector

If you are still reading this posting and this job sounds like a perfect fit, it is time to send us your story.

Please submit your cover letter (this is your chance to tell us why you are our best choice for this job) and your resume (further relevant details that can't fit into the cover letter) to humanresources2@guidesontario.org and use Accounting Analyst as the subject line. Deadline to apply is Monday, April 24, 2017 at 9:00 am.

We thank everyone in advance who takes the time to apply to this role, but unfortunately we will only be able to contact those selected for an interview.