SHEPHERDS OF GOOD HOPE

JOB POSTING
(Internal/ External)

POSTING NUMBER: 2023-001

POSITION: **Accounting Analyst**
Full-time, Non-union
Starting Salary- $46,600-$53,300

CLOSING DATE: Send your resume and covering letter to: hrrecruitment@sghottawa.com no later than **4:00 p.m.** on **January 30th, 2023**.

SUMMARY

Reporting to the Senior Manager, Finance, the Accounting Analyst is an important member of the Finance team who enthusiastically supports, communicates and reinforces the mission and vision of the organization. This individual plays an essential role in meeting internal and external stakeholder needs by supporting the day-to-day accounting and financial reporting functions for both SGH and SGHF. The Accounting Analyst interacts frequently with Program Managers and other staff and is responsible for reconciling high volumes of cash within various programs. This position is responsible for processing a very high volume of transactions daily.

RESPONSIBILITIES

Bank reconciliations

- Reconcile all bank accounts on a daily basis.
- Liaise with SGHF on a regular basis to reconcile donation revenues.
- Manage and monitor liquidity daily. Monitor and manage cash positions daily to ensure cash needs are met across both organizations and to ensure optimal resource allocation.
- Report SGH and SGH Foundation cash positions to senior management and other stakeholders weekly.
- Provide weekly cash position reports and monthly liquidity reports.
- Verification and reconciliation of monthly donations with Raiser's Edge and SAP, including in kind, gift card and stock donations.
- On a timely basis, identify and trouble shoot any issues related to donation revenues.
- Liaise with SGHF staff to ensure that the donation revenue process runs smoothly, accurately and efficiently.
- Timely month-end analysis and reporting.

Accounts Payable & Disbursements

- Responsibility for the Accounts Payable function, including accurate processing of approved invoices and issuing payments.
- On a timely basis, accurately record expenses within all cost departments/cost centres, matching and disbursing payments, and preparing invoices.
- Manage the cheque writing process, ensuring robust internal controls are in place.
- Manage collection of accounts receivable.
- Audit and process expense reports.
- Accurately prepare month-end account analyses and reconciliations on a timely basis.
- Calculate and post month-end accruals.
- Effectively manage the administration of petty cash.

Cash Management & Accounts Receivable

- Manage, co-ordinate and reconcile high volumes of cash across various programs.
- Efficiently manage, monitor and process bank deposits for rents, donations, and miscellaneous A/R.
- Manage the gift card inventory.

Report Development & Implementation

- Assist the finance team in the preparation of accounting, funder and regulatory reports. Assist in the preparation of stakeholder reports, specifically for the OHE, MOH, City of Ottawa, and various grants.
- Create, implement and maintain Bi360, Excel and SAP reporting templates as required to meet information needs across the organizations.
- Design and generate departmental reports (e.g. monthly and YTD budget to actual), intercompany reports, and balance sheets, Payroll Monthly Expense Analysis and Level 3 reports).
- On an ad hoc basis, prepare special reports for senior management as needed to aid in effective decision making.
- Investigate and trouble-shoot any issues with reports.
- Use SQL to query SAP to obtain information for inclusion in management reporting.
- Upload into SAP all the data to fill MOH, OHE, SAEE and T3010 reports.

Capital

- On a monthly basis, track and record asset additions and disposals.
- Track capital expenditures against budget.
- Calculate and prepare monthly amortization expense, deferred contribution recognition, recurring postings, journal vouchers, expenses and OHE allocations.
- Prepare month-end worksheets.

Budgets

- Assist the finance team in the development and preparation of the annual operating budgets for SGH and SGHF.
- In conjunction with the Senior Manager, Finance and the Senior Manager, Services, assist the Senior Accounting Analyst in the development and monitoring of the capital budget for SGH.
- Monitor and report on actuals against budget on a monthly basis.

QUALIFICATIONS

- Post-secondary degree, preferably in Commerce, Accounting, Finance or a comparable field.
- They must have 2-3 years of experience within a similar role.
- Progress towards an accounting designation is preferred (CPA or equivalent from other jurisdiction).
- Possess advanced Excel skills and proficiency in using other Microsoft Office programs, including Access, Powerpoint and Word.
- Advanced knowledge of SAP Business One, Raiser's Edge, ADP, and experience using Bi360 or similar software.
- Well organized and show great attention to detail.
- Ability to meet strict deadlines on a regular basis and thrive in a fast-paced environment.
- Professional and discreet, with a strong sense of integrity. They must have the ability to maintain privacy and confidentiality of sensitive information.
- Excellent problem solving, analytical and critical thinking skills and a knowledge of accounting principles and practices.
- Great communication skills, both written and verbal. Excel at interacting with others, especially in high pressure situations.

- Bilingualism is preferred.

Shepherds of Good Hope is committed to being responsive to the diverse needs of our clients, residents, employees and volunteers, including those with disabilities. Please inform if you require accommodation through the hiring process and we will work with you to meet your needs.

Working Conditions

The regular working schedule is 8 hours from Monday to Friday, during normal business hours that are typically between 8am and 5pm. There is an expectation of flexibility in scheduling work around program needs that may occur from time to time during evenings and weekends. This role provides opportunity to work remotely and onsite as required. As a non-unionized employee in the organization, there is an expectation that the employee will manage their time accordingly and utilize flexible working hours where needed to make up for the times where exceptional hours may apply.