

## Job Description

<b>Job Title:</b>	<b>Accountant</b>
<b>Job Category:</b>	<b>Professional</b>
<b>Reports to:</b>	<b>Manager, Accounting</b>

### SUMMARY

The Accountant is a key member of the Finance team and acts as an internal business partner, working closely with other members of the Finance team to provide a high level of general accounting and other financial services support to HEC. The main areas of responsibility include producing periodic financial statements, supporting the audit, processing, and administering the accounts payables, and updating and reconciling the general ledger accounts. The Accountant will ensure accuracy in the data integration between the financial systems, recommend finance process improvements and provides general financial support to the Finance team and to HEC staff.

### DUTIES & RESPONSIBILITIES

- Produces periodic financial statements and assists with the financial audit process ensuring that the files and records are prepared accordingly to meet the year-end and audit compliance requirements.
- Processes and administers the accounts payables, updates, and reconciles all HEC general ledger accounts. Provides financial support and advice to staff as required, including procedural direction and interpretation of organization's finance policies and guidelines.
- Processes and administers the accounts receivables, updates, and reconciles the general ledger accounts.
- Prepares all statutory compliance filings (e.g., HST returns, charity returns...)
- Processes expense claims and advances for staff and external stakeholders by verifying and validating claimants and supporting documents against the organization's policies and procedures.
- Processes invoices by ensuring that entries in that system reflect the accuracy in the goods and services have been received, appropriate backup information is attached, proper authorization has been received, and that the invoices are accurate.
- As part of the processing of employee expense claims and vendor invoices, ensures that all entries have the appropriate general ledger codes before entering them into the financial system.

- Reconciles monthly corporate credit card statements by ensuring all necessary documentation has been provided, validating receipts and other documentation, and entering transactions into the accounting system.
- Reconciles monthly bank statements and transactions to support the monthly, quarterly, and annual preparation of financial statements. Maintains the bank reconciliation procedures, including reviewing bank statements and receipts as required to ensure that funds are transferred from the bank account in a timely manner.
- Creates purchase orders in the financial accounting system arising from purchase of service contracts and/or purchase order requests.
- Assists in developing financial policies and procedures including identifying ways to automate the financial processes.
- Liaises with staff, vendors/consultants, and external stakeholders regarding any issues and/or concerns with invoices, claims, billing, and payment.
- Designs and generates routine and ad hoc financial reports for management and for external stakeholders on the organization's finances as required.
- Maintains appropriate paper and electronic finance files, including developing and maintaining appropriate tracking and monitoring systems as well as ensuring accuracy of electronic documents on the organization's shared portals.
- Assists the Manager, Accounting in recording monthly journal entries such as, fixed assets, investments, prepayments among others
- Regularly performs analytics reviews of financial systems to ensure accuracy in data integration between the two systems
- Maintains chart of accounts and manages general ledger. Ensures reconciliation between expense system and general ledger system.
- Ensures compliance with applicable standards (i.e., GAAP), rules, regulations, policies, and systems of internal control.
- Handles sensitive information in a confidential manner
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Periodically acts as back-up to the Manager, Accounting or Financial Analyst.
- Other duties as assigned.

## EDUCATION & EXPERIENCE

- Bachelors' degree in accounting, commerce, finance, business administration or related field is required.
- Minimum of three (3) years progressive experience in finance and accounting is required, preferably in healthcare or a not-for-profit (NFP) organization.
- Bilingual in French and English is required (English communication skills at Advanced "C" level and French communication skills at Intermediate "B" level required; Advanced "C" level preferred).
- Advanced computer software skills in Microsoft Office suite in a virtual environment are required.
- Working towards Accounting designation is required.
- Advanced proficiency in accounting software (i.e., QuickBooks Pro, GP Dynamics) is required.
- Thorough knowledge of general ledger accounting and account reconciliation is required.

## SKILLS & COMPETENCIES

- Highly developed interpersonal and problem-solving skills.
- Excellent project management skills including the ability to plan and the ability to collaborate with other teams and across the organization.
- Excellent oral and written communication skills.
- Demonstrated time management skills. Well organized and attentive to detail.
- Professional tact and diplomacy and confidentiality required.
- Ability to work well in a dynamic and highly motivated team.

## MANAGEMENT/SUPERVISORY AND ADVISORY RESPONSIBILITY

Direct Supervision: No direct/ indirect reports.

Provides functional advice: Related to finance and accounting inquiries to other members of the Finance team and to staff as required.

## CONTACTS

Internal: Establishes and maintains effective relationships with all employees at all levels.

External: Maintains effective relationships with suppliers, legislative bodies, and contractors.

## EFFORT & WORKING CONDITIONS

Effort: Regularly required to manage several tasks simultaneously over an extended period, and juggle multiple competing priorities with occasional urgent situations. Extensive visual concentration due to computer work.

Working conditions: May be required to engage in local or overnight travel. Is required to occasionally extend hours of work to meet work demands and occasionally expected to work evenings and weekends during peak periods. Frequently interrupted.