

COMMUNITAS - Staff Position Description

ADMINISTRATION

TITLE: Senior Accountant

REPORTS TO: Manager of Finance

POSITION SUMMARY

This position involves assisting the Manager of Finance with financial reporting, process improvement, budgeting and finance. This position oversees the full-cycle accounting function and collaborates with the other finance team members to ensure timely and accurate completion of financial transactions.

SPECIFIC DUTIES

- **Financial Reporting and Budgeting:**
 - Plans, organizes, manages and oversees the full-cycle accounting function of Communitas in accordance with legislative/regulatory requirements and Communitas' financial policies.
 - Prepares monthly financial statements for Communitas and the Holding Society
 - Assists in the preparation of annual financial statements and external audit, ensuring compliance with Generally Accepted Accounting Principles (GAAP).
 - Assists with the preparation of regular reports for funders and other external agencies
 - Prepares or assists with preparation of budgets for project and funding proposals
 - Assists with the preparation of annual budgets for programs and for Communitas overall
- **Process Improvement:**
 - Review accounting and payroll processes to recommend areas for improvement, enhance effectiveness of internal control, or integrate systems and processes more efficiently.
 - Support programs with improvements in their financial and administrative processes.
- **Supervise and support the following financial operations:**
 - Codes, records and posts transactions in journals and the general ledger, including complex transactions such as lease, amortization and major asset acquisition.
 - Analyzes, produces trial balances of, and reconciles balance sheet accounts; makes adjustments as necessary.
 - Prepares documentation for audit purposes; produces audit working papers as required
 - Prepares documentation for annual budgets, communicates with program managers to compile information required for budgets.
 - Oversees the procurement and payments process to ensure compliance with Communitas' financial policies and established internal controls.
 - Manages the sales, receivables, receipts process to ensure timely and accurate recording and reporting.
 - Oversees and administers the corporate credit cards arrangement
 - Supports Finance Process Coordinator in banking arrangements, including setting up new bank accounts and adding and removing signers
 - Ensure the timely preparation of bank reconciliations and other account reconciliations
 - Reviews the tracking and receipting donations
- **Other duties as necessary/assigned**

REQUIREMENTS

- A Chartered Professional Accountant (CPA) designation
- A minimum of 3 years of experience in an accounting department or CPA firm.
- Experience with preparation and/or auditing of financial statements and financial statement notes
- Proficiency in Microsoft Excel and its intermediate level formulas
- Self-motivated with the desire to actively seek out new job tasks and assignments
- Excellent oral and written communication skills
- Excellent teamwork skills, as well as the ability to work independently without supervision
- A philosophy of service that is in line with Communitas' Vision, Mission and Values

ASSETS

- Knowledge of and experience working for a not-for-profit organization or reviewing or auditing not-for-profits
- Experience with Sage Intacct accounting software and Donor Perfect Online software