



JOB DESCRIPTION

JOB TITLE	Supervisor of Accounting
DEPARTMENT / PROGRAM AREA	Corporate Services
REPORTING TO	Director of Finance and Administration
EFFECTIVE DATE	May 2024
SALARY	Band 6

JOB SUMMARY

Under the direction of the Director of Finance and Administration, the Supervisor of Accounting provides financial and business support and guidance to the management of District of Nipissing Social Services Administration Board.

This position will oversee and supervise the financial portion of the Ontario Works Chequing Office (Financial Benefits Administrator) and client funds distribution systems, the corporate accounting staff and software system, as well as the accounting office of our subsidiary, Nipissing District Housing Corporation.

This position will perform daily, monthly, and annual reconciliations including Ontario Work expense/reimbursement claims and asset and liability G/L accounts.

Manage cash balances, track all ministry related deposits and create journal entries to record revenues as well as set up receivables in accordance with funding contracts.

Reporting to the Director of Finance and Administration, the primary duties include: overseeing A/P invoices for payment, A/P cheque runs, A/P central filing system, monthly bank reconciliations and vendor/manager inquiries.

JOB DUTIES AND RESPONSIBILITIES

- Approve bank reconciliations, journal entries, manual adjustments and authorize payments in bank website;
- Monitor cash balances, and track all revenue/funding, prepare journal entries for import to the accounting system to record revenue;
- Monitor receivables, payables, and accruals to ensure accurate balances and timely collection and payments of amounts due;
- Perform monthly OW expense reconciliation and submit claim reimbursement through SAMS;
- Maintain general ledger, bank transactions, accounts payable, coding adjusting journal entries as required;
- Assist with the preparation of the operating and capital budgets for Nipissing District Housing Corporation;

- Assist with period closing and year-end procedures;
- Prepare the payroll allocations journal entries as per program requirements;
- Confirm financial status by monitoring revenue and expenses; coordinating the collection, and reconciliation of financial data; and assist preparing special reports as required;
- Supervise controls for accounting procedures and systems, and maintain financial security by ensuring appropriate internal controls;
- Maintain accounting controls by managing a chart of accounts; help develop, define and implement accounting policies and procedures;
- Supervise staff by interpreting accounting policy; applying observations and recommendations to operational issues;
- Issuance of new credit cards for DNSSAB & NDHC employees; maintain record of all Cardholders; suspend or cancel cards as directed; oversee internal audit function;
- Supervise and lead a staff team which includes recruitment, performance review, discipline, coaching/counselling, orientation, training, and development;
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations, and ensuring accounting designation, if applicable, remain up to date.
- Supporting other departments as needed with financial requests, Ministry based reconciliations or tracking, audit confirmation requests or other partner support as required
- Updates technological proficiencies as required for any program / department needs (Arcori, NAV, Portal, SHMS, OCCMS, SAMS, etc.)

As a DNSSAB employee, the position is responsible for creating, maintaining and actively participating in a respectful workplace, that is free of all forms of harassment, discrimination and violence.

QUALIFICATIONS

- Two year post-secondary diploma in Accounting, Finance or Business is preferred. Post-secondary diploma in bookkeeping, accounting, finance or an acceptable combination of education and work experience is required, with a commitment to pursuing a post-secondary diploma in Accounting or Finance;
- Two (2) years related experience providing financial operational supports with supervisory or lead clerical experience;
- Proficient in Excel with advanced spreadsheet skills (sensitivity analyses, forecasting, statistical analyses, NPV & capital budgeting, for example), MS Word, and PowerPoint;
- Working knowledge of MS Project, MS SharePoint, and MS Dynamics NAV considered an asset;
- Excellent attention to detail;
- Proven written and oral communication skills, including the ability to prepare reports, spreadsheets and detailed financial analysis;
- Sound working knowledge of office practices and procedures, internal controls and processes, based on approved policies and procedures;
- Ability to work individually and as a team player with excellent organizational and multitasking skills;
- Must possess a valid Ontario Driver's License and have a vehicle available for use on the job;
- Demonstrated regular attendance in keeping with the Board's Attendance Management Policy;
- Demonstrated respect of confidentiality.