

JOB DESCRIPTION

JOB TITLE	Supervisor of Accounting
DEPARTMENT / PROGRAM AREA	Corporate Services
REPORTING TO	Manager of Finance
EFFECTIVE DATE	North Bay
SALARY	Band 6

GENERAL PURPOSE

[Description of the purpose of the position, why does it exist what are key responsibilities?]

Under the direction of the Manager of Finance, 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 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 bank, HST/PST, Ontario Work expense/reimbursement claims, as well as asset and liability G/L accounts.

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

Reporting to the Manager of Finance, 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.

KEY ACTIVITIES

[Name and list under each the key activities of the position and percentage estimate of time for each section.]

1. Perform daily bank reconciliation – OW financial benefits, and monthly corporate bank reconciliation;	
2. Monitor cash balances, and track all revenue/funding, prepare journal entries for import to the accounting system to record revenue;	
3. Monitor receivables, payables, and accruals to ensure accurate balances and timely collection and payments of amounts due;	
4. Perform monthly OW expense reconciliation and submit claim reimbursement through SAMS;	
5. Maintain general ledger, bank transactions, accounts payable, coding adjusting journal entries as required;	
6. Complete monthly HST claims and reconcile HST/PST and ensure correct submission to CRA in compliance with all tax requirements/treatments;	
7. Assist with period closing and year-end procedures;	
8. In collaboration with the Manager of Finance determines the municipal levy apportionments annually;	
9. Confirm financial status by monitoring revenue and expenses; coordinating the collection, and reconciliation of financial data; and assist preparing special reports as required;	
10. Supervise controls for accounting procedures and systems, and maintain financial security by ensuring appropriate internal controls;	
11. Maintain accounting controls by managing a chart of accounts; help develop, define and implement accounting policies and procedures;	
12. Supervise staff by interpreting accounting policy; applying observations and recommendations to operational issues;	
13. Receive and verify purchase orders and purchase requests to ensure purchasing policy are followed and in accordance with budget;	
14. Supervise and lead a staff team which includes recruitment, performance review, discipline, coaching/counselling, orientation, training and development;	
15. Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations, and ensuring accounting designation remain up to date.	
16. Supporting other departments as needed with financial requests, Ministry based reconciliations or tracking, audit confirmation requests or other partner support as required	
17. Updates technological proficiencies as required for any program / department needs (Yardi, InSite, 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.

STATEMENT OF MANAGEMENT DUTIES AND RESPONSIBILITIES IN DNSSAB

All management is responsible and accountable for:

- Commitment to the achievement of Quality Services and Healthy Workplace through DNSSAB's Strategic Plan and Direction;
- Planning through participation and input into strategic planning, developing operating and financial plans, monitoring plan progress, reporting on plan results and evaluating the effectiveness of planning activities;
- Effective and efficient management of financial and human resources;
- Developing and organizing work processes, assigning work to staff, monitoring progress on outputs and quality, identifying process and workflow issues and developing solutions to these problems to achieve efficient, effective and quality services;
- Developing and implementing appropriate measurements for plans and workload productivity, analyzing and reporting on measures;
- Managing, Supervising Human Resources through recruitment and selection of staff, orientation, training, performance management, monitoring compliance with organization policies and standards, administration of Collective Agreement including grievance investigation and resolution;
- Internal and External Communication through written correspondence, reports and through oral presentations and meetings with staff and community;
- Maintain awareness of external and operational trends to identify impacts on DNSSAB mandates and programs.
- Effectively manage and safeguard Board assets both tangible and intangible;
- Be committed to the highest standards of ethics and business conduct;
- Promote and protect the good reputation of the organization.

COMPENSABLE FACTORS

COMPLEXITY / JUDGMENT

[The decision-making aspects of the position, the variety and relative difficulty of the material or information upon which decisions are based and the use of knowledge and experience in making the decisions.]

Two year diploma.

EXPERIENCE

[The length of time required to learn, under instruction or guidance is measured along with the essential techniques and skills the job calls for / work experience is gained on the job under consideration, on prior jobs where the same or more elementary principles and techniques are used and on related jobs where the required body of knowledge can be built up – this is assuming the “incumbent” starts with the education level specified in the Education factor.]

Two years

COMPLEXITY / JUDGMENT

[The decision-making aspects of the position, the variety and relative difficulty of the material or information upon which decisions are based and the use of knowledge and experience in making the decisions.]

Employee makes decisions based on exceptions.

INDEPENDENCE OF ACTION

[Reflects the amount of direction and control received from either personal supervision or standard practices and precedents – also considers ingenuity, creativity and original thought required in the job.]

Works under general guidance.

RESULTS OF ERRORS

[Considers the extent of losses to the organization – such losses may result from mistakes occasioned by insufficiently considered decisions or judgements – only in lower level positions is consideration given to carelessness / results of errors is also used to evaluate responsibility for the safety of others.]

May cause embarrassment to the organization.

CONTACTS

[Contacts refers to the relative importance to the organization of necessary personal relationships of the position holder to others / the contacts can be internal to the organization and external.]

Contacts of importance.

CHARACTER OF SUPERVISION

[Considers the degree, kind and intricacies of supervisory responsibility – such responsibilities may involve direct functional direction as in “line” positions or advisory responsibilities as in “staff” relationships]

Full responsibility for a small unit.

SCOPE OF SUPERVISION

[Appraises the size of the direct line responsibilities measured in total number of persons supervised.]

Five people

PHYSICAL DEMANDS

[Considers the degree and severity of exertion associated with the position.]

Requires considerable visual attention and/or mental concentration.

WORKING CONDITIONS

[Evaluates the disagreeableness of the job environment from the employee’s standpoint – it includes the degree of health hazard and any aspects of necessary travel occasioned by the job.]

Mostly inside but with some little exposure to dirt, oil, noise, weather. Limited travelling – no overnight trips. No injury exposure.

THE FOREGOING IS AN ACCURATE DESCRIPTION OF THE POSITION

Director of Corporate Services:

Dated:

Chief Administrative Officer’s Signature:

Dated: