

Job Description: CYM Accountant & Operational Support

The accountant is responsible for maintaining CYM's financial records and overseeing day-to-day financial transactions, ensuring legal compliance, and providing operational support for legal requirements. This is a full-time position based in Ottawa, accountable to the General Secretary-Treasurer.

Qualifications and Skills:

- Have at least 5 years of experience with organizational bookkeeping and financial management, including creating and managing budgets and managing financial reports.
- Have good familiarity and experience with QuickBooks online software (familiarity with Dayforce, Plooto, CRA accounts is also an asset)
- Demonstrate intermediate to advanced skills and knowledge of Excel, as well as have proficiency in other software applications (including Microsoft Suite, Google Suite).
- Have strong knowledge of accounting requirements and practices for charitable and non-profit organizations (including tax receipting and CRA compliance)
- Strong analytical and problem-solving skills
- Excellent interpersonal skills to communicate effectively across the organization
- Ability to work both independently (proactively and with creativity) and collaboratively as part of a team.
- Detail-oriented, patient, reliable, and conscientious.
- Exceptional organizational abilities and time management skills; ability to meet deadlines, multi-task and prioritize workload.
- Experience with event registrations, insurance, and CRMs is an asset.
- Experience with non-profit organizations and ability to work within a faith context based on Quaker faith and practices (or openness to learning about them).
- Education: Bachelor's degree in Accounting, Finance, or related field or an equivalent combination of education, training and experience; CPA designation is an asset

Key Responsibilities:

Financial Administration

- Perform the day-to-day tasks required with respect to CYM's finances, including employee payroll and benefits, processing expenses, payments and deposits, monthly bank reconciliations, inventory, and maintaining CYM's books.
- Oversee and monitor various QuickBooks integration platforms.
- Manage CYM's CRA account.
- Act as direct contact for organizations' vendors (i.e. banking, Canada Post, etc.)
- Receive, review, and process all donations, and reconcile the CYM database financial activities to QuickBooks to ensure accurate and correct data integration.
- Issue charitable tax receipts and work with the General Secretary-Treasurer to ensure that all donations are sent acknowledgements.

- Monitor cash position, prepare cash flow reports, monitor cash position, and make investments (e.g., GICs) at the request of the General Secretary-Treasurer.
- Track investments, grants, bequests and other financial information.
- Process and reconcile expenses and registration payments for annual gatherings.
- Responsible for ensuring that all annual transfers to organizations outside of Canada have agency agreements in place
- Provide bookkeeping support and work closely with ancillary Camp treasurer and Camp administrator to streamline financial processes for Camp and integrating Camp's books within CYM's accounting.
- Ensure compliance with internal financial controls and maintain the office financial manual.
- Responsible for maintaining financial records in an organized and accessible manner, including the destruction or transfer of inactive files; ensure that all transactions are documented so as to provide an audit trail for the CYM auditor.

Reports and Budgeting

- Provide monthly and quarterly financial reports, and as requested, by the CYM General Secretary-Treasurer
- Support the General Secretary-Treasurer in the preparation of the budget
- Enter budget into accounting system and monitor it throughout the year
- Prepare and submit government reporting and remittances as required (e.g., payroll remittances to Revenue Canada, T4s and T4As, WSIB, HST/GST rebate claims, Annual T3010)

Audit preparation

- Coordinate audit and year-end processes, including liaising with external auditors and working with an ancillary organization (Camp NeeKauNis) to ensure data, information and reports are accurate and received on time.
- Complete the year-end entries and prepare all necessary documents for annual audit and assist the auditor
- Prepare audit lead schedules for all general ledger accounts annually.
- Prepare complete set of year-end Financial Statements for auditors
- Assist and be present during audits

Other responsibilities

- Ensure that policies, procedures and equipment are in place to record financial transactions promptly and efficiently
- Provide ongoing consultation and advice to CYM - as needed
- Attend annual charities and the law seminar to keep abreast of changes in tax Description policy concerning churches and charities
- Assist with the administration of insurance and insurance renewals, and other legal requirements.
- Work with the staff team to put in place and implement internal policies, procedures,

and operational manuals for other legal obligations, including for physical locations, privacy, cybersecurity, etc.

- Open and process all mail and assist with subscription bi-annual mailings for a national magazine.

Tasks Common to All Staff

- Contribute to staff meetings, strategic planning, and workplans.
- Monitor expenses and budgets, prepare and submit expense claims.
- Maintain orderly work files and monitor legal compliance for various obligations such as privacy, copyright, cybersecurity, etc.
- Tack time and submitting timesheets.
- Respond to or redirect requests as appropriate.
- Attend educational opportunities relevant to the workings of CYM and approved professional development training.
- Attend relevant committee meetings and provide information or support such as the setup of a zoom link if needed.
- Deal with unexpected matters or issues that arise and needed attending to (up to 20% of time).
- Raise any concerns, issues, or conflict to the General Secretary-Treasurer.
- Attend annual performance evaluation.
- Supporting institutional memory and contributing to volunteers, contractors, and staff orientation and transitions.
- When unexpected situations arise, assist with supporting other staff when they are out of the office or have asked for assistance in close consultation with the General Secretary-Treasurer.
- Carry out other tasks as assigned by the General Secretary-Treasurer.