

ACCOUNTING MANAGER

POSITION PURPOSE:

The Accounting Manager will lead the accounting activities of the organization.

SUPERVISORY RESPONSIBILITIES:

- Manages the Accounting staff, who are responsible for, billing, collections and payroll
- Recruits and hires accounting and financial staff and conducts performance evaluations
- Coordinates training programs for new personnel and identifies training needs for current staff

DUTIES / RESPONSIBILITIES:

- Leads preparation of monthly business activity reports, financial forecasts, and annual budgets.
 - Assist with the operating budget
 - Support SOGC departments on their project reporting requirements
- Leads the production of periodic financial reports; ensures that the reported results comply with generally accepted accounting principles or financial reporting standards
- Audits accounts to ensure compliance with Provincial and Federal regulations; coordinates with outside auditors and provides needed information for the annual external audit
- Lead month-end close activities, including preparing variance analysis and required reporting
 - Review and approve monthly bank reconciliations
- Ensures compliance with local, provincial, and federal government requirements.
 - Prepare GST/HST remittances
 - Ensure all statutory remittances are submitted and up to date
 - Performs other related duties as necessary or assigned

QUALIFICATIONS, EXPERIENCE, KEY SKILLS & ABILITIES:

- Ability to 'roll up sleeves' and problem solve
- Excellent management and supervisory skills
- Excellent written and verbal communication skills
- Excellent organizational and time management skills
- Proficient in Great Plains accounting software will be considered as a strong asset
- Proficient in Microsoft Office Suite or similar software

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Accounting or Business Administration required
- 5-7 years (or more) of related experience required, not-for-profit preferred
- Chartered Professional Accountant designation preferred

ADDITIONAL JOB REQUIREMENTS

Position will be working remotely and may/will be required to come in the office a few days a week (Ottawa office)

- Ability to work weekends / overtime
- Travel may be required to country of intervention
- Must have existing legal authorization to work in Canada

The SOGC is an equal opportunity employer and encourages all qualified applicants to apply. SOGC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Should you be interested in this position, please submit your cover letter and resumé at careers@sogc.com.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.