



ACCOUNTING MANAGER

Full-Time Permanent

Looking for a career opportunity with an established and reputable national organization that makes a real difference in women's health, values its employees and offers a comprehensive total compensation package including a hybrid working from home program?

The Society of Obstetricians and Gynaecologists of Canada (SOGC) ongoing mission is to promote excellence in the practice of obstetrics and gynaecology and to advance the health of women through leadership, advocacy, collaboration, and education.

The SOGC has over 4,000 members, comprised of obstetricians, gynaecologists, family physicians, nurses, midwives, and allied health professionals working in the field of sexual reproductive health.

Since 1944, the SOGC continues to be a leading national and international authority on women's reproductive health and on evidence-based training and education. The SOGC leads the development of 12-17 clinical practice guidelines per year and hosts 3 regional continuing medical education meetings and an Annual Clinical and Scientific Conference. These events attract a diverse group of delegates that include women's health care providers, researchers, educators and policy makers, who have the opportunity to network, learn and share information and ideas. These events also facilitate the identification of critical gaps in the field through needs assessments that inform future curricula and program development.

The SOGC has recently launched its own online e-learning platform, which hosts accredited interactive courses, including virtual communities of practice, for members and non-members around the world.

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. This includes assisting with the operating budget and supporting SOGC departments with 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. This includes reviewing and approving 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 your 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 include working remotely, and the successful candidate may/will be required to come into the Ottawa office a few days a week.
- 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 a cover letter explaining how you meet the qualifications and your resume in one document to careers@sogc.com

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