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| <b>JOB TITLE:</b> | <b>Accounting Manager</b>  | <b>REPORTS TO:</b>   | <b>Executive Director</b> |
| <b>TYPE:</b>      | <b>Permanent Full Time</b> | <b>DATE REVISED:</b> | <b>December 2023</b>      |

**Job Title: Accounting Manager**

**Location: North York, Ontario (Don Mills & Eglinton – On Site 5 Days Per Week)**

#### **POSITION PURPOSE:**

The Accounting Manager has overall responsibility for all accounting & finance matters including supervision of the Accounting Department of the Japanese Canadian Cultural Centre (“JCCC”) and the JCCC Foundation including:

- Managing and overseeing the daily accounting & finance operations in a hands-on manner
- Monitoring and analyzing accounting data and producing regular financial reports and analyses
- Establishing and enforcing proper accounting methods, policies, and principles
- Working closely with the Finance Committees of the JCCC and JCCC Foundation (JCCCF)

#### **KEY RESPONSIBILITIES:**

- Manage and supervise the daily operations of the Accounting Department, including accounts receivable, accounts payable, cash receipts, cash/credit/wire payments, fixed assets, revenues (programs, rentals, donations, etc.), operating expenses, and the general ledger
- Prepare monthly entries for JCCC for payroll, amortization, accruals, and commercial leases
- Prepare monthly entries for JCCCF (Investment portfolio, Interco transactions and wire transfers)
- Prepare timely and accurate monthly/annual consolidated financial statements, reports, and analyses for the Finance Committee
- Prepare and monitor the annual budget against actual results along with cashflow forecasting
- Prepare audit working papers for the external audit for JCCC and JCCCF and liaise with external auditors, tax authorities regarding charities, and other stakeholders as needed
- Manage the bi-weekly payroll process as well as employee benefits
- Manage the annual insurance renewal process along with any insurance claims
- Develop accounting systems, policies, and procedures to improve efficiency and effectiveness
- Manage and supervise a team, including hiring, training, coaching, and performance management
- Other duties as assigned

#### **QUALIFICATIONS:**

- Bachelor's degree in accounting, finance or related field
- CPA designation or close to completion is required
- 5+ years of accounting and financial reporting experience, with at least 2 years in a managerial role
- Experience in a fast-paced, dynamic environment with a high degree of change ideally in the NPO space
- Strong technical accounting skills and knowledge of ASPE (for NPO)
- Excellent analytical, problem-solving, and decision-making skills with roll up the sleeves/can do attitude
- Strong computer and technical skills including MS Office and QuickBooks
- Strong communication, interpersonal, and leadership skills

If you are a highly motivated individual with a proven track record of success in accounting and financial management ideally in a not-for-profit organization or charity, we would love to hear from you. We offer a competitive salary, standard benefits package, and opportunities for career growth and development.

To apply, please submit your resume and a cover letter highlighting your qualifications and experience to [hr@jccc.on.ca](mailto:hr@jccc.on.ca) and note any accommodations required. **Application deadline has been extended to January 31, 2024.** Please refer to job posting #3238.