



**JOB CLASS:** Accounting Associate (up to 20 hours/ week Part-time)

**ACCOUNTABILITY:** Reports directly to the Executive Director

**SALARY GRID:** Non-Bargaining Unit Position

### ***Position Summary***

Under the direct supervision of the Executive Director, the Accounting Associate will be responsible for the financial records of the CKWC by applying complex financial accounting concepts or techniques for financial planning, development, tracking and monitoring, reporting and close activities. This role also includes audit related responsibilities, ensuring regulatory, policies and procedures compliance.

### ***Qualifications***

- Completion of a 3 year formal post-secondary community college program (diploma) in accounting;
- Four to six years related experience;
- Financial accounting background and understanding of accounting practices;
- Proficiency in the use of computers and written and verbal communication skills

### ***Duties and Responsibilities***

Finance / Budget:

- Financial planning and development of a million – dollar annual budget;
- Financial management and control, ensuring budget accountability , tracking and monitoring of various details from multiple sources for analysis and interpretation;
- Financial reporting and close, working to tight timelines to prepare various quarterly and yearly reports, providing senior management, the Board and the Ministry with critical information for informed decision-making;
- Informal audits, conducted periodically for data integrity and compliance to policies and procedures. Deviations and inconsistencies are reported to senior management.

### ***Specific Responsibilities***

- Labour costs make-up 90% of the budget. Various competencies and factors go into the calculation of wages to ensure proper budget amounts are requested including;
  - In-depth understanding and interpretation of labour contract
- Inclusion of all potential government grants/cost recovery for budget process;
- Comparison of historical operating expenses against budgeted amounts and adjustments to the budget to reflect a more realistic view for G/L accounting;
- Prepare all budget information for Senior Management enabling them to make informed decisions prior to submission to the Board and Ministry;

- Assist Senior Management with budget process once initial budget established;
- Maintain accurate staffing complement (actual vs budget) and ensure all staffing wages are properly coded to individual departments for budget and planning purposes;
- Provide costing for various projects that management would like to include in the budget process;
- Track Capital Assets Inventory for Chatham-Kent Women's Centre and provide documentation to Senior Management;
- Maintain accurate financial information for all Chatham-Kent Women's Centre reserve accounts;
- Act as point of contact for external vendors, respond and resolve accounts payable issues;
- Prepare quarterly and yearly variance reports (budget against actual) and assist senior management with reporting for presentation to the Board;
- Calculate all projections for labour costs on a quarterly basis and incorporate any deviations from the budget into a quarterly forecast for adjustment into the overall report;
- Ensure accurate reporting of all government grants /cost recovery;
- Conduct informal audits on all services accounts; ensure proper accounting of all revenues and expenses.

#### ***STAFF RESPONSIBILITIES***

- Participate in orientation and training;
- Conduct and record routine security checks in the administration area;
- Participate in staff meetings, in-service training, monthly supervision and committees as assigned;
- Promote self – development and professional growth through active participation in training and development opportunities.

#### ***OTHER RESPONSIBILITIES***

- Work safely, understand Agency Health & Safety Policies & Procedures and promptly report all hazardous and safety concerns to the Management Team;
- Perform other duties or tasks that may be assigned by the Management Team on an as-needed basis.

#### ***HOW TO APPLY***

- Please email Cover Letter and Resume to the Executive Director at [karenhu@ckwc.org](mailto:karenhu@ckwc.org) and quote **comp # 2018-165(2)** in the subject line.
- Only those selected for an interview will be contacted.
- Applications for this position must be received by April 26, 2018.