

Job Title: Manager of Accounting and Administration

Posting Date: August 15, 2018

The John Howard Society of London and District is an organization of citizens who accept responsibility for understanding and dealing with the problems of crime and the criminal justice system. The John Howard Society is a not-for-profit organization with a mission to promote *effective, just and humane responses to crime and its causes*.

Job Summary:

This is a full-time position; 35 hours per week commencing as soon as possible. Reporting to the Executive Director, this position manages the overall finances/accounting and administration of the John Howard Society of London and District including the preparation, administration and monitoring of budgets and related reporting. Responsibilities include administering the company's financial plans, policies and practices, fiscal recording and financial reporting.

Financial:

- Coordinate all financial/accounting activities including accounts payable, accounts receivable, general ledger accounting, payroll, financial planning and reporting and all other bookkeeping functions
- Prepare and update fiscal and program budgets/Budget submissions
- Prepare monthly and quarterly financial statements and reports
- Prepare year-end working papers and participate in annual agency audits
- Complete reconciliation of bank statements and prepare bank deposits
- Post and maintain accounting general ledger
- Complete the HST rebate, GST report and charitable returns
- Ensure all mandatory payments for EI, CPP and Income Tax are made within the appropriate timeframe
- Monitor program expenditures against budget
- Review invoices and issue payments accordingly
- Review and process requests of staff mileage and expenses
- Maintain investment schedules
- Maintain up-to-date, complete and systematic filing system for bookkeeping and financial records
- Maintain current knowledge of all regulations, practices, tax law, reporting requirements and trends

Administration:

- Administrative assistant to the Executive Director
- Purchase supplies, furniture, equipment, service contracts, etc., as required.
- Document and update staff vacation and sick time

- Ensure front office coverage is maintained appropriately
- Attend management team meetings and staff meetings
- Administer the pension and benefit plan/Liaison with the Provincial office
- Coordinate the insurance plan
- Oversee and monitor third party contracts relating to day-to-day administrative operations, i.e., equipment maintenance, supply vendors, telephone systems, computer maintenance and network administration, payroll services, benefits and pension administration, consulting contracts, etc
- Coordinate the completion of the Ontario Corporate Information return and annual CRA return

Qualifications:

- Diploma or a Bachelor's degree in accounting
- Practical experience in accounting and financial management
- Excellent computer skills including working knowledge of Windows, Microsoft office, Excel and Outlook
- Excellent knowledge of accounting software particularly Sage (Simply Accounting)
- Strong verbal and written communication skills
- Accuracy and attention to detail while working under tight deadlines
- Excellent organizational and time management skills
- Practical problem identification and resolution skills
- High level of critical and logical thinking, analysis, and/or reasoning
- Ability to interpret and implement company policies and procedures
- Knowledge of all aspects of office administration
- Knowledge of employment standards and up to date legislation
- Knowledge of accounting requirements, laws, regulations and practices for non-profit and charitable organizations

Please note: The John Howard Society of London and District is an equal opportunity employer. Our organization is always looking for talented and skilled individuals to join our team. We are building a workforce which is representative of our community and our programs and policies are designed to foster diversity and inclusion.

Application Deadline: September 7, 2018 by 5:00 pm

Send a resume and cover letter to the attention of: **Taghrid Hussain, Executive Director**

By Email (preferred): thussain@jhslondon.on.ca or by Fax: 519-438-7670

Thank you in advance for your interest in the position. Only candidates selected for an interview will be contacted.