

Position Title:	Manager of Accounting
Program:	Operations Team
Reports to:	Chief Executive Officer
Salary Grid:	Grade 7
Last Revision Date:	February 2026
Approved By:	Chief Executive Officer

Position Summary

The Manager of Accounting is responsible for the organization's day-to-day financial operations, including general ledger management, accounts payable and receivable, payroll oversight, and financial reporting. This role ensures strong internal controls and audit readiness while supporting the society in maintaining financial integrity.

Key Responsibilities

Accounting Operations

- Oversee general ledger, journal entries, and account reconciliations
- Manage accounts payable and receivable processes
- Ensure accurate recording of restricted and unrestricted funds
- Maintain fund accounting records and grant tracking

Financial Reporting

- Prepare monthly and quarterly financial statements
- Prepare annual operational budget
- Prepare funder reports within contracted timelines
- Assist with budget tracking and variance analysis
- Prepare audit schedules and lead annual audit processes
- Ensure compliance with accounting standards and reporting deadlines

Payroll & Compliance

- Oversee payroll processing and statutory remittances
- Ensure compliance with legislative and regulatory requirements (Charity return, EHT & HST returns, etc.)
- Maintain documentation for funding agreements and reporting
- Support benefits administration

Systems & Controls

- Maintain accounting software and financial data integrity
- Implement and monitor internal financial controls
- Identify opportunities for process improvements

Supervision & Team Leadership

- Directly supervise and support the Bookkeeper
- Assign and review daily financial tasks and workload
- Provide coaching, performance management, and professional development
- Ensure adherence to financial policies and procedures
- Crosstrain support staff to ensure continuity and risk mitigation
- Participate in hiring and onboarding of finance team members

Qualifications

- CPA designation preferred
- 4–7 years of progressive accounting experience
- Experience in nonprofit or fund accounting preferred
- Strong knowledge of Canadian accounting standards for nonprofits
- Proficiency with Sage 300 required
- Advanced Excel skills
- High attention to detail and organizational skills

Core Competencies

- Strong analytical and problem-solving skills
- Detail-oriented with high level of accuracy
- Ability to manage competing deadlines
- Strong communication and collaboration skills
- Commitment to confidentiality and ethical standards

Compensation:

- Salary Range: \$68,734. - \$75,107.
- Group Benefits
- Pension after two (2) years
- Paid vacation, sick days, and personal days

Please send resumes to khart@johnhowardphd.ca and include “Manager of Accounting” in the subject line or apply through Indeed, Glassdoor, or ZipRecruiter.

John Howard Society of Peel-Halton-Dufferin is committed to fostering an inclusive, equitable, and respectful workplace that reflects the diversity of the communities we serve. We welcome applications from individuals of all backgrounds and lived experiences. Accommodations are available throughout the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Applicants are encouraged to request accommodations in confidence.