



Job Title: Director of Accounting
Department: Finance
Reports To: CFO
FLSA Status: Exempt
Date: May 9, 2018

SUMMARY: The Director of Accounting is responsible for managing and supervising the activities of the Accounting staff in accordance with established Province policies and procedures. This role is responsible for development and maintenance of the accounting, financial, and payroll reporting systems for the Province and develops and implements financial policies in conjunction with the Chief Financial Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Plans, develops, organizes, implements, evaluates and directs the accounting affairs of the Province Office under the direction of the CFO.
2. Responsible for ensuring that all accounting transactions of the Province Corporation and the four previous province corporations are recorded timely and accurately.
3. Responsible for the timely preparation and distribution of monthly financial reports and other financial information, as requested.
4. Performs a general accounting analysis and reconciliation, to ensure integrity and accuracy of data entry, on a monthly basis.
5. Monitors daily cash flow of multiple bank accounts of the corporation and ensures that adequate funds are available for operating activities.
6. Establishes payroll accounting procedures, including special accounting functions required by any employee benefit or retirement plans, etc.
7. Prepares annual budget forms for Province activities and assists directors with budget preparation, as needed. Consolidates all budgets for review by CFO using Excel and utilizes special report-writing features of MIP.
8. Prepares annual audit schedules and serves as primary contact with auditors during the annual audit. Works closely with the CFO to ensure a smooth process.
9. Oversight responsibility for payroll including payroll entries in G and 401k. Acts as primary person for preparing and transmitting one payroll and as backup person for other two regional payrolls. (Our payroll uses a payroll service with separate payroll processes for each of three states.)
10. Reviews/revises accounting processing procedures and recommends changes to the CFO.
11. Ensures that all accounting personnel follow established departmental policies and procedures.
12. Transfers funds to accounts of sisters and SNJM departments. Files government forms such as 571L, 1095-C, 1099-R and 1099-Misc.
13. Ensures that assigned work areas are maintained in a clean, safe, comfortable and attractive manner.
14. Performs other duties, executes specific projects and attends various meetings as requested by the CFO.
15. Participates in personal professional development activities to maintain up-to-date knowledge of theory and practice.

SUPERVISORY RESPONSIBILITIES:

1. Carries out supervisory responsibilities in accordance with the Province policies and applicable laws.
2. Supervises: Accounts Payable Coordinator, Sister Services Coordinator and Staff Accountant.
3. In conjunction with the Director of Human Resources, responsibilities include: interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
4. Serves as a coach and mentor to staff to facilitate effectiveness in the Accounting Department.

QUALIFICATIONS: *To perform this job successfully, individuals must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education: B.S. or B.A degree in accounting or business from a four-year college or university or equivalent combination of education and experience.

Experience: Minimum five years accounting-related experience. Previous experience in a not-for-profit and/or religious organization preferred.

Skills, Knowledge and Abilities:

1. Must be supportive of the mission of the Sisters of the Holy Names of Jesus and Mary.
2. Must model SNJM Guiding Values in carrying out work activities and responsibilities.
3. At least an intermediate knowledge of Microsoft Office suite, specifically Excel, Word and Access.
4. Knowledge of and experience with accounting software programs, preferably MIP.
5. Must possess excellent interpersonal, oral and written communication skills.
6. Must possess good organizational skills, the ability to multi-task and to establish and rearrange priorities.
7. Ability to be flexible and work with a variety of personalities.
8. Must possess excellent leadership and supervisory skills.
9. Possesses the knowledge of accounting principles, laws, regulations, and guidelines pertaining to a religious not-for-profit organization.
10. Demonstrates the ability to seek out new methods and principles and be willing to incorporate them into existing accounting practices.
11. Demonstrates knowledge of auditing principles and practices.
12. Ability to work with evolving systems and structures, and demonstrates the flexibility to adapt to changing environments and regulations.

PHYSICAL DEMANDS AND/OR WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is considered sedentary work and has a light degree of physical demands. Frequently sits while doing computer work and stands/walks up to 3 hours/day on various surfaces. On a rare basis lifts/carries up to 10 pounds of boxes and files and bends when retrieving files and moving reams of paper and pushes/pulls force of up to 10 pounds. On a rare basis reaches at shoulder levels while retrieving books/files and documenting information and handles/grasps books, files and when using writing instruments. Frequently uses fine finger manipulation while keyboarding up to 4 hours/day.

ENVIRONMENTAL FACTORS: Occasional travel may be required.

HOURS: Full-time, 40 hours per week Monday through Friday.

The above description generally reflects the primary functions of the position. The above statements shall not be construed as a detailed description of all the work requirements that may be required for the position.

SNJM is committed to continually building a workplace that exemplifies its values and vision of being hospitable to everyone. The Sisters of the Holy Names of Jesus and Mary (SNJM) is an Equal Opportunity Employer.

We offer a competitive salary and benefits package including medical/dental, group life and disability coverage, a 401K plan, and paid time off.

To learn more about the mission and vision of the Sisters of the Holy Names visit:

www.snjmusontario.org

TO APPLY: Submit your resume along with a cover letter to jobs@snjmuson.org