



# CHILD DEVELOPMENT CENTRE

of Prince George and District

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## Accounting Manager

### Job Description

#### JOB SUMMARY:

Reporting to the Executive Director, the Accounting Manager is responsible for the centre's financial operations.

#### QUALIFICATIONS:

A high level of accounting expertise generally acquired through the following:

- A high level of accounting expertise. A CPA designation is preferred. A business degree with an accounting specialization or equivalent training will also be considered.
- A minimum of 5 years of progressively responsible accounting experience that includes developing and monitoring budgets, producing financial reports as well as a good understanding of A/P, A/R and payroll.
- Fluency in English, both written and spoken

#### SKILLS & ABILITIES:

- Strong computer skills, including using spreadsheets and accounting programs. Proficiency with Adagio would be a definite asset.
- Excellent analytical skills, including data analysis, research and critical thinking
- Well-developed leadership, communication and interpersonal skills
- Well-organized with effective time management skills
- Fluency in English, both written and spoken
- Physical ability to carry out duties of the position (sitting and working on a computer for extended periods of time).

#### FUNCTIONS:

- Providing leadership to junior staff within accounting as well as providing oversight and support as required to the Payroll Administrator
- Ensuring the appropriate systems, internal controls, and related policies and procedures/practices are in place for the effective, efficient, and appropriate facilitation of the centre's accounting and payroll needs.
- Developing and monitoring the centre's overall budget, with input from senior staff.

- Producing accurate, GAAP compliant monthly financial statements, and monitoring and investigating variances.
- Performing and/or overseeing regular financial reconciliations
- Ensuring financial journal entries are coded appropriately, and initiating general journal entries as necessary.
- Monitoring the centre's contract compliance, including preparing staffing forecasts and monitoring the hours of support we provide under contract with the province.
- Providing financial updates to the Board of Directors and the Executive Director as necessary and appropriate.
- Ensuring payroll and accounting deadlines are met (remittances, reporting, payments, etc.)
- Compiling and submitting regulatory reporting as applicable
- Coordinating the annual external audit