



Internal/External Job Posting

Regular Full-Time Non Union Position

Senior Accountant

Who we are

The Grand River Conservation Authority (GRCA) has an international reputation for excellence in managing the natural resources of the largest inland river system in southern Ontario. Our team is made up of committed and passionate experts in their fields, including scientists, engineers, researchers, educators, stewards, planners, foresters, recreation experts and much more. Every day, we come to work to improve the health of the natural environment of the Grand River watershed for those who call it home or come to visit. We are a progressive team, dedicated to lifelong learning, collaboration and making a positive impact.

Who you are

You want to be part of an organization with an environmental goal. You want the work you do to make a difference. You like a team environment where everyone has an opportunity to contribute to achieve a shared goal, no matter their background or level of education and experience. You like problem solving, expanding your horizons and making even the smallest positive impact for your community and the planet.

Why work for us

At the GRCA, we don't just talk about work-life balance, we promote and encourage it. We offer flexible work hours, one day a week working from home, and wellness initiatives like onsite yoga and an Employee Assistance Program. Our team feels a connection to their work, each other and the community we serve, and when you're "at the office", you won't feel like you're "at the office." Our Administration Centre is located in a tucked away, natural oasis next to the Shade's Mills reservoir, where a walk or lunch at the picnic tables provides the opportunity to be immersed in nature.

We offer staff development plans and open doors to help advance your career. And our employees benefit from being part of the Ontario Municipal Employees Retirement System (OMERS), with 100% matching contributions from GRCA.

Overview of the opportunity

As a member of the finance team, reporting to the Manager of Finance, the Senior Accountant participates in all aspects of daily financial reporting activities. Duties may be assigned independently or collaboratively. This position will be responsible for tangible capital asset reporting, determine asset retirement obligations, participate in asset management planning, annual reserve reporting, insurance accounting, special grant projects financial recording and reporting, financial analysis, preparation of year-end audit working papers and responds to financial inquiries by staff. This position acts as a resource for the Dynamics GP ERP software program including troubleshooting, researching software features, setting up reports and automatic entry processing. Duties also include assistance with accounts payable

and accounts receivable functions, performance of internal audit procedures, completing special projects of a financial nature and supports the Finance team with application and Information Systems implementations, including but not limited to conducting regular assessments of accounting procedures, controls and systems to identify areas for improvement and implement solutions to optimize financial operations.

The successful candidate will be highly organized, efficient and proficient at prioritizing competing deadlines. The candidate will demonstrate problem-solving skills and exercise professional judgement. This position would be well suited to an individual who enjoys working with a team and is enthusiastic about continuous learning.

What you'll do:

- Responsible for recording and reporting on Tangible Capital Assets (TCA) in accordance with PS3150 including: ensuring the proper collection of information, classification of assets, training of staff, and applying control policies and procedures. This position will complete the year end TCA continuity schedule and be the key contact for audit inquiries related to TCAs.
- Participate in Asset Retirement Obligation (ARO) accounting requirements, up to and including conducting annual meetings and enquiries related to Asset Retirement Obligations to determine financial accounting and reporting for AROs.
- Responsible for moveable asset policy compliance and leads finance team responsibilities.
- Grant Accounting: Coordinate with operational and project managers to ensure compliance with grant funding requirements, including budgeting, reporting, reimbursement, and disbursement processes (i.e. WECl, special grants, Section 39 grant).
- Conduct insurance claim reconciliations to assist staff with finalizing insurance claims. Review open claims at year end to assess accrual requirements.
- Review and post annual Motor Pool and Information System charges.
- Develop, implement and document business processes and accounting practices to maintain and strengthen internal controls, including but not limited to cash management and purchasing procedures.
- Act as resource for Dynamics GP ERP software and financial reporting tools/applications including troubleshooting software issues, researching software features/upgrades, and creating automated solutions (i.e. use of SmartConnect).
- Process Improvement: Identify inefficiencies in accounting processes and recommend and implement solutions to streamline operations and enhance accuracy and efficiency.
- Prepare working papers for annual external financial audit, including gathering documentation, answering inquiries, and support implementing audit recommendations.
- Complete special projects of a financial nature.
- Assist Financial Controller, Senior Accountant and/or Manager of Finance with finance matters and perform other duties as assigned.
- Assist with accounts payable and accounts receivable functions as necessary to meet month end reporting deadlines, up to and including coordinating and/or supervising the work of finance staff.

Education

- Possess an accounting university degree (3 year program), or specialized accounting college diploma (3 year program).

Experience

- At least six years of accounting work experience. Working towards a CPA designation is considered an asset
- Excellent analytical skills with attention to detail and the ability to conduct thorough financial analysis.
- Strong communication and interpersonal skills, with the ability to collaborate effectively across departments and with external stakeholders.
- Good interpersonal skills, demonstrated leadership skills and problem-solving abilities.
- Strong multi-tasking capabilities and able to work to tight deadlines.
- Demonstrated competence using financial accounting systems (Dynamics GP) and Microsoft Office Suite.
- Knowledge of generally accepted accounting principles (GAAP) including Public Sector Accounting Standards, financial reporting standards and not-for-profit standards.
- Ability to interpret Grand River Conservation Authority policies and procedures.

Competencies

Professional Judgement

Demonstrated ability in the area of critical thinking, analysis and assessment of implications, making connections of underlying issues and ownership of the outcome. Sound judgement resulting in fair, efficient and effective decision-making, bringing clarity and resolution to ambiguous situations, and discretion in dealing with confidential information.

Integrity/Ethics

The willingness to hold oneself and others accountable for acting in ways that are consistent with stated values, principles and professional standards. Ability to exercise good judgment, maintain integrity and respect confidentiality at all times.

Goal/Action Oriented

The ability to work in a team or independently with limited supervision and maintain a high level of self-direction, work productivity, quality, and professionalism. Effective problem solving and collaboration skills. Understands data and can analyze, interpret and deliver results in a clear and concise manner. Seizes opportunities; takes initiative and is self-motivated. Organizes work, plans activities and sets priorities in a manner that meets competing needs and timely resolution of matters. The ability to work under pressure and handle multiple tasks simultaneously with changing priorities.

Team Work

Interacts with people effectively. Able and willing to share and receive information. Proven ability to communicate information clearly and professionally to both internal and external groups. The ability to gather facts and pertinent information to gain an understanding before drawing conclusions or taking action. Demonstrated ability to collaborate and communicate effectively with peers, vendors, customers, and staff.

Customer Focus

Dedicated to meeting the expectations and requirements of internal and external customers. Develops and maintains effective relationships and ensures good communications with stakeholders. Must possess strong customer service skills and the ability to respond to inquiries with knowledge, tact, and enthusiasm.

Compensation and Benefits

- Salary Range Range \$69,241 to \$84,242 working 35 hours per week

- Job stability and security
- Comprehensive benefits package with mental health services and preventative care
- Tuition reimbursement, and computer purchase loans.
- Gold-standard Ontario Municipal Employees Retirement System (OMERS) pension fund with 100% employer matching contributions.
- Free year-round access to GRCA and Conservation Ontario conservation areas (parks).

Approximate Start Date: November 2024

To Apply: Please send a resume, cover letter and resume to careers@grandriver.ca in MS Word or PDF format and quote "Senior Accountant" in the subject line.

Deadline for Applications: Noon October 15, 2024

We thank you for your interest, however only candidates under consideration will be contacted. GRCA is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accessibility accommodations at any point during the application and hiring process, please contact us. Any information received relating to accommodation will be addressed confidentially

Pursuant to section 29(2) of the Municipal Freedom of Information and Protection of Individual Privacy Act R.S.O. 1990, C. M.56 the personal information contained on this form is collected under the legal authority of the Conservation Authorities Act, R.S.O. 1990, chapter C.27 and is used for recruitment purposes. Questions about the collection of personal information should be directed to the Manager of Human Resources, Grand River Conservation Authority, PO Box 729, 400 Clyde Road, Cambridge, Ontario N1R 5W6. 519-621-2761.