

# **KAWARTHA CONSERVATION**

## **Accountant and Business Analyst**

### **The Position**

This position is an integral member of the finance team. You will be responsible for the full accounting cycle and performing complex financial analysis, reports, forecasting, performance measurements, asset management and strategy, and other financial and accounting related tasks to ensure compliance with public sector accounting standards and best practices. The Accountant and Business Analyst will provide expertise, guidance, and assistance to the Leadership team and provide input and assistance in the production of the corporate budget. You will be responsible for continuing to advance our financial technology, digitization of corporate records and reviewing, improving, and documenting business policies, programs, and procedures.

### **Our ideal candidate**

Will have the freedom to make independent technical decisions within the scope of their expertise and in keeping with provincial and Kawartha Conservation policies, guidelines, and procedures. Provides advice and recommendations to the Director, Corporate Services on all other matters such as strategic initiatives, Kawartha Conservation programs, work plan and budget matters, and technical issues beyond the scope of their expertise; identifies contentious issues to the leadership team.

### **Key Responsibilities**

#### *Client Service*

Possess a positive, professional, and credible reputation both internally and externally; utilize networks and working relationships to ensure quality, timely, responsive customer service and meet strategic objectives and goals of the organization. Build and maintain partnerships and relationships that are essential to the ongoing success and image of Kawartha Conservation.

- Be an ambassador of exceptional customer service to ensure our clients are welcomed, treated with respect, and receive an exceptional quality of service.
- Provide excellent customer service duties, including greeting the public, answering, and redirecting incoming phone calls, incoming/outgoing mail and public inquiries.
- Optimize customer service through continuous improvements to departmental processes, tools, and communications.
- Promptly responds to colleagues, leadership, public, stakeholder, municipal or any stakeholders with the required information.

#### *Technical Expertise*

Possess the knowledge and experience relevant to the responsibilities of the position; identify knowledge gaps and seek out professional development; engage in continuing education and professional networks that elevate your expertise; utilize your expertise in the key functions of your position; transfer knowledge to contribute to the success of others; enhance and advance your professional career. Apply your expertise in the following responsibilities:

- Responsible for the General Ledger and ensure accurate record of transactions. Ensure integrity and accuracy of books of account and financial records. Prepare journal entries required and keep a well-documented record of transactions and supporting documentation.
- Produce timely internal financial statements. Review and monitor actual expenditures and complete analysis and reporting regarding variances between budget, actual expenditures, and projected year-end amounts for all departments.
- Be actively involved in the coordination, preparation, and analysis of the annual corporate budget including developing templates, deadlines, providing guidance, and acting as a financial liaison.
- Prepare reports to the Board of Director related to internal financial statements, policies, procedures, budgets, or other matters that may arise.
- Possesses knowledge and apply criteria from Public Sector Accounting Standards including Section 4200 (accounting standards that apply only to government not-for-profit organizations) for both routine and non-routine situations.
- Maintain, assess, and ensure accuracy of Tangible Capital Assets database. Annually project TCA replacements on a multi-year format for budget consideration.
- Participate in the Asset Management Plan, Strategy and Budget development and implementation for the organization.
- Take active role with year-end audit including the preparation of working papers, analysis of accounts, comparatives to budget, and draft of year-end financial statement and facilitating auditor queries.
- Be responsible for timely reporting to outside agencies and partners budget submissions and interim and final reporting, credit facilities, partner municipalities' requirements under the Municipal Act, and the preparation of the annual Charity Information Return.
- Develop and implement various financial models and costing databases to perform administration and analytical duties.
- Complete reporting through the Information Management System (IMS) and develop and/or improve existing reports through the database for assistance with accounting processes such as revenue recognition, deferred revenue analysis, data review for gaps, internal audit to financial records and other tasks as required.
- Research opportunities for program funding; facilitate funding application process with program staff, ensuring timely completion and submission; prepare required supporting corporate documentation; ensure timely reporting to secure funds.
- Coordinate payments of municipal, sales and other such taxes.
- Coordinate and ensure applicable property tax relief programs are in place.

### *Teamwork*

Promote Kawartha Conservation both internally and externally; model exceptional behaviour; align program goals to Kawartha Conservation's vision, mission, and focus; communicate successes internally and externally. Achieve common goals through teamwork; by collaborating, listening, and sharing information and finding common solutions.

- Provide financial leadership, advice, training and clarification to departments, project leads, and leadership team in interpreting monthly financial statements, projections, and development of special project and operating programs.
- Ensure the Director, Corporate Services is informed of potential accounting or financial problems/issues and provide solutions.
- Stay current with all regulation practices, tax laws, reporting requirements, and business trends.

- Provide technical, financial, and problem-solving assistance to staff.
- Provide guidance and assistance to the department regarding accounts payable and payroll transactions, procedures, and legislative requirements.
- Take the lead in coordination of year-end audit and work closely with the auditors during the audit process.
- Take an active role in the annual planning and budgeting exercise for both operating and capital budgets.
- Assist in the development, implementation, ongoing monitoring, and reporting of key performance indicators and measures.
- Be knowledgeable in and ensure MFIPPA legislation is adhered to as it pertains to financial information.

### *Risk Management and Administration*

Adhere to and ensure that activities are compliant with Occupation Health and Safety (OHSA) and other pertinent laws, regulations, administrative standards and required practices; to eliminate or reduce risks to overall organization. Communicate potential risk situations including determining root causes and suggesting recommended changes.

- Review the annual insurance policy and associated premiums and recommend any risk management improvements, and/or increased coverage to protect the organization.
- Responsible for ongoing insurance needs such as Certificates of Insurance, policy updates, best practices, etc.
- Monitor compliance of corporate policies and procedures and legislative requirements related in areas of responsibility and identifying areas for improvement by developing recommendations, policies, programs, and procedures.
- Responsible for financial records retention management and leads the digitization of records process for the corporate services department.
- Ensure compliance with financial policies, procedures, and accounting standards of the PSAB.
- Provide financial support to Friends of Kawartha Conservation.
- Perform accounts payable, accounts receivable and payroll functions on a relief basis when needed during absences or as requested.
- Provides information technology support on a relief basis when needed during absences or as requested.
- Other duties as assigned, in accordance with department objectives and relevant to the position.

### **Skills and Expertise**

- Post-secondary education in Business, Finance or Accounting.
- Professional accounting designation (CPA) preferred or progressing towards completion of designation.
- Minimum three (3) years of pertinent work experience, preferably in public sector finance, including financial analysis, budget preparation, business plan development, internal controls, capital asset accounting and interpretation of financial statements and Key Performance Indicator tracking.
- Thorough knowledge and experience in the application of accounting principles and practices.
- Excellent knowledge of financial reporting methods and analytical tools available (Tableau, PowerBI, Excel)
- Excellent knowledge of Microsoft Excel including dashboard creation, formulas and Pivot Tables and Charts. Skills in VBA/Macros would be considered an asset.

- Progressively responsible experience in an accounting/financial environment; has the ability to work with minimal supervision, to be organized to complete work assignments, and to meet deadlines.
- Experience and knowledge of computer software including Word, Excel, PowerPoint, and accounting software (Sage 50 Accounting and XLGL).
- Ability to perform complex analysis with high level of accuracy and attention to detail.
- Excellent problem-solving and reasoning skills when coordinating, monitoring, validating, analyzing, and assessing complex transactional, budget, and other financial information.
- Excellent oral, written, and interpersonal skills to communicate effectively with staff and clients.
- Takes a pro-active approach to business improvement and drives innovative change.
- A team player, capable of self-directed, independent work.
- Experience in customer and client service.
- Valid M.T.O. driver's license with a clean driving record.

## What we can offer

As part of a collaborative and innovative team you will have the opportunity to make a positive impact in our communities and be a part of our vision of engaged communities that love, respect, and appreciate our natural environment. You will be part of an inclusive organization that:

- Makes a positive impact in the communities we serve within our watershed.
- Offers a competitive compensation package.
- Offers a defined benefit program on your first day of employment (OMERS).
- Provides an Employee Assistance Program and Group Benefits.
- Provides flexible working arrangements.
- Offers potential for career growth and pursuing professional development.
- Provides an office in the midst of our beautiful Ken Reid Conservation Area surrounded by nature.

## Our Core Values

Our values guide our actions, as they shape the kind of organization that we are part of. In all of our decision making, we will:

- Act with Integrity
- Value Knowledge
- Promote Teamwork
- Achieve Performance Excellence
- Foster Innovation