



JOB POSTING

JOB TITLE:	Accountant
STATUS:	Regular Full-Time (37.5 hours per week)
POSITION LEVEL:	Level 6
SALARY RANGE:	\$47,355.74 - \$63,642.16 (annually)
HIRING RANGE:	\$47,355.74 - \$54,898.28 (annually)
JOB LOCATION:	646 St. Clair West, Toronto

About Mothercraft: Since 1931, Mothercraft has been a leader in supporting healthy child development, working with our many community partners to meet the changing needs of families. We are committed to excellence, continually testing new concepts and ideas related to healthy child development. We are known for our ability to translate these critical research learnings into everything we do – from our high quality child care and enrichment programs, to our services for children and families with special needs, and specialized training programs for child care providers and other professionals. Mothercraft values diversity and strives to create an environment that is welcoming and inclusive.

About Mothercraft's Finance Department: The Finance department is responsible for all the day-to-day transactional accounting for the organization. This will include but is not limited to controlling expenditures and other financial obligations, receipting and depositing all revenues, accounting for all assets, investments, and capital projects, internal and external financial reporting, and management of the organization's cash flow.

Position Description:

- Reporting to the Director of Corporate Services, the Accountant is responsible for the preparation, review, and analysis of financial reports on a monthly and annual basis for several programs.
- Explain budget variances, perform account analysis, and manage projects that affect the accounting operations.
- Collect and analyze data, which is then used in the preparation of weekly and monthly estimates and annual budgets.
- Respond to financial inquiries by gathering and interpreting data.
- Issue payments and deposit receipts.
- Examine financial records to check for accuracy.
- Assist on matters of accounting policies, quality control, and integrity of financial information.

Your qualifications and experience include:

- A degree or diploma in finance or a related field or working towards the completion of a recognized accounting program CPA.
- Minimum 1-3 years of experience in financial reporting, account analysis and reconciliation, A/P, A/R, payroll, journal entries.
- Good understanding of accounting standards for not-for-profits/charities.

- Previous experience, knowledge, and/or exposure to reporting requirements of Federal, Provincial, and/or Municipal agencies.
- Must be proficient on ACCPAC, Sage, or ACCPAC Windows.
- A high level of proficiency in Excel is required.

You're often described as:

- A strong communicator with excellent skills in written and verbal communication
- A collaborative team member with great organization skills
- Strong attention to detail and excellent analytical skills

To apply, email your resume to careers@mothercraft.org by **February 26, 2021**.

We thank all applicants for their interest. Only short listed candidates will be contacted.

As part of our ongoing commitment to the Accessibility for Ontarians with Disabilities Act, Mothercraft will provide assistance to applicants who request accommodation throughout the recruitment process.