

POSITION DESCRIPTION

POSITION TITLE:	ACCOUNTANT
REPORTS TO:	Chief Officer of Finance and Human Resources
CLASSIFICATION:	Permanent Full-time
PROBATION:	90 Days
BENEFITS:	Applicable after probation successfully completed

POSITION SUMMARY

The Accountant will assist in all aspects of financial management as required by the Vice-President of Finance and Human Resources (COF) and among the Department Leaders involving payroll and accounting for Niverville Heritage Holdings Inc. The position of Accountant will also include human resource assistance and support when required.

Similar duties may also be required for Heritage Life PCH Inc., Heritage Life Retirement Living Inc., and St. Adolphe PCH Inc. under the direction of the COF.

Key Objectives:	<ol style="list-style-type: none"> 1. Maintain current knowledge of organizational policies and procedures, federal and provincial policies and directives, and current accounting standards related to Not-for-Profit structures. 2. Is the Department Lead that provides assistance to the COF who provides leadership, direction and development to the administrative team responsible for human resources, payroll and accounting for the Niverville Heritage Centre, NCU Manor, Heritage Life Retirement Living Inc., St. Adolphe PCH Inc. and Heritage Life Personal Care Home Inc.. 3. Provides support services including the provision of key financial information to the Department Leaders 4. Assists in developing financial analysis tools and processes that will result in expense control and efficiencies. 5. Supervises team members performing financial reporting, accounting, payroll, and budgeting duties. 6. Will have some role in the Human Resources area which the COF is responsible for.
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Qualifications:	<p>Knowledge, Skills & Certifications</p> <ol style="list-style-type: none"> 1. Completed at least the 3rd level of a recognized accounting designation and plans to continue or has at least 4 years of experience in accounting and financial service management sectors or a combination of both. 2. Commitment to social enterprises. 3. A demonstrated commitment to high professional ethical standards and a diverse workplace. 4. Excellent communication skills both verbal and written. 5. Excellent collaborative work style and commitment to get the job done with excellence. 6. Basic understanding of Manitoba Employment Standards legislation. 7. Has a strong working knowledge of MS Office and accounting software currently NHHI is using QuickBooks with a plan to migrate to Sage Accounting.
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Duties

Financial Aspects Support

1. Handle and monitor monthly and periodical accounting functions including Accounts Receivable (AR) and Accounts Payable (AP). Responsible to follow up outstanding AR items.
2. Handle all monthly and month-end processes including bank reconciliations, review of all outstanding AR and AP matters, journal entries and report accordingly to the COF.
3. Documents financial transactions by entering account information and maintain back up documentation.
4. Substantiates financial transactions by auditing documents.
5. Assist the COF in the collecting information/data for reports.
6. To assist or monitor financial sales transactions/reconciliations. Including cash, debit and credit card.
7. Assist in analyzing the financial details of past, present, and expected operations to identify development opportunities and areas where improvement is/may be needed.
8. Assist in monitoring financial activities and details, such as cash flow and reserve levels, to ensure that all legal and regulatory requirements are met.
9. The Accountant will assist in the handling of financial matters as delegated by the COF in the areas related to annual audits and other reporting requirements a required.
10. Manage the Chart of Accounts for the organization including department codes.
11. Assist in developing, implementing, modifying, any document recordkeeping and accounting systems, making use of current computer technology.
12. Prepare forms and manuals for any accounting and bookkeeping personnel, training and directing their work activities.
13. Maintains the security of financial information by following internal controls and procedures.
14. May be asked to assist in the preparation of the annual operating and capital budgets as required.
15. Provide assistance to other Department Leaders regarding accounting and budgeting policies, procedures and efficient control and utilization of financial resources.
16. May be called on to assist Department Leaders with budgeting matters.
17. Secures financial information by completing data base backups if required.
18. Prepare year-end audit records for review by the auditors in keeping with the deadlines and the requirements set out for the audit under the direction of the COF.

Human Resource Support

The duties below are the direct responsibility of the Administrative Assistant but the Accountant can provide assistance or back-up as required.

1. Ensure development and updates of employee related manuals, handbooks, policies and procedures in compliance with Employment Standards, Federal, Provincial, Municipal and Council related directives;
2. Ensure development and updates of employee related policies and procedures to encourage high standards of performance and service;
3. Oversee all aspects of payroll for the Niverville Heritage Holdings Inc. and its subsidiaries.
4. Ensure proper employee files are maintained and handled confidentially in

	<p>keeping with organizational policy and government privacy legislation.</p> <ol style="list-style-type: none"> 5. Ensure that proper documentation is maintained as outlined by policy and reminding Department Leaders of forms required or the timing of evaluations. 6. Serve as a support through the handling of questions, interpreting and administering contracts and helping resolve team member questions and concerns. <p>Miscellaneous</p> <ol style="list-style-type: none"> 1. There may be times where assistance in administrative duties will be required. 2. There may be times where your assistance will be required in other areas such as support to events or Team Member activities. 3. There may be times where input will be required at the various Management or Department Leaders meetings. 4. May assist the COF with legal contracts and agreements.
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<p>General Requirements:</p>	<ol style="list-style-type: none"> 1. To act in accordance with Niverville Heritage Centre Values, Policies and Procedures at all times. 2. To attend meetings and training and development as required. 3. To maintain confidentiality at all times. 4. To carry out any reasonable and additional duties as requested. 5. To attend occasional evening meetings with committees as required. To be aware of all WHMIS guidelines. 6. To be aware of and comply with safe working practices as laid down by the Health and Safety Act of Manitoba.
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