



Last Updated: July 2023

## Job Title

# Accounting Manager

## Impact Statement

A member of the Finance and Administration Department, the Accounting Manager plays a key role in the stewardship of MSF Canada's resources, supervising the delivery of the day-to-day accounting functions of the organization. The Manager supports a team of three staff, working closely with them to review financial activities and reporting, to optimize the team's systems and procedures, and to provide training where required, ensuring integrity throughout. The Accounting Manager is a leader in communications, coaching budget-holders and communicating technical requirements clearly throughout the organization, while reflecting the humanity which is core to our social mission in everyday interactions. The Manager is a proactive leader, providing analysis, solutions, and timely results.

## Key Areas of Responsibility

- Ensuring delivery of timely, accurate, and complete monthly accounting and payroll process and reporting.
- Management of Accounting, Accounts Payable, and Payroll staff, including training and team leadership.
- Leading the organization's budgeting & internal reporting process and working closely with budget-holders to ensure quality of ongoing expense coding, management, and monitoring.
- Liaising with the Director for management of the audit and to ensure statutory compliance across functions.
- Recommending and implementing enhancements to accounting activities and systems to ensure effectiveness, efficiency, and compliance with organizational and governmental policies and procedures.

## Technical Competencies

**Accounting; Knowledge of accounting methods, processes, and tools; ability to use these to maintain and prepare financial statements and reports. Proficiency Level: 3**

- Formulates accounting practices for general ledger, A/P, A/R, and assets.
- Supervises all aspects of an accounting function.
- Develops an accounting system for the management of assets, liabilities, and transactions.
- Oversees the process and data flow between accounting systems and sub-systems.
- Consults on the effectiveness and efficiency of accounting process flow.

**Financial and Accounting Systems; Knowledge of functions, features, and capabilities of financial and accounting systems; ability to use financial and accounting applications specific to the organization. Proficiency Level: 3**

- Coordinates discussions on major competitors' financial applications environments.
- Oversees processes for the enhancement, conversion, and retirement plans for core financial applications.
- Manages key interfaces and interdependencies with other applications systems.

- Evaluates systems for compliance with industry standards and governmental regulations.
- Trains others on multiple financial and accounting systems and related sub-systems.
- Participates in planning enhancements to a financial system and associated business rationale.

**Financial Reporting; Creates and customizes organizational methods and procedures for financial reports.**

**Proficiency Level: 3**

- Creates and customizes organizational methods and procedures for financial reports.
- Monitors and ensures accuracy of the use of a variety of financial report-writing tools.
- Advises others on the methods and purposes to create accurate financial reports.
- Consults others on identifying, tracing, and correcting errors in financial reports.
- Designs and interprets varied and complex financial reports.
- Updates or establishes organizational standards for financial reports.

**Budgeting; Knowledge of organization's budget process and ability to apply policies and practices for planning and administering a budget. Proficiency Level: 3**

- Evaluates past business decisions and associated budgetary considerations and impact.
- Compares planned budgets vs. actual expenditures, identifies, reports, and explains variances.
- Participates in developing budget adjustment procedures and practices.
- Uses organization's preferred budgeting software tools.
- Works with business managers to create appropriate budget amounts.

**Payroll Management; Knowledge of payroll policy and methods and ability to use tools, techniques, and processes to manage employee payroll and benefits operations. Proficiency Level: 3**

- Supervises all aspects of payroll management operations.
- Anticipates the technical and practical challenges of payroll management.
- Evaluates key issues and considerations for day-to-day payroll operations.
- Resolves unusual or complex payroll and benefits problems.
- Teaches others processes of payroll record-keeping for a wide range of transactions.

**Tax Regulations & Compliance; Knowledge of tax laws, organizational tax practices, obligations; ability to manage organization tax related issues. Knowledge of federal, provincial, and local tax procedures and regulations; ability to adhere to these when filing forms as they pertain to a particular business or industry. Proficiency Level: 2**

- Collects and prepares documentation for tax filing or other compliance activities.
- Documents government regulations that deal with organizational taxes.
- Clarifies the rationale behind specific tax rates and regulations.
- Prepares basic tax and statutory reporting forms for filing.
- Follows current general tax and compliance regulations as they pertain to own industry.

### **Core Competencies**

**Accuracy and Attention to Detail; Understanding of the necessity and value of accuracy and attention to detail; ability to process information with high levels of accuracy. Proficiency Level: 3**

- Productively balances speed and accuracy.
- Employs techniques for motivating personnel to meet or exceed accuracy goals.
- Demonstrates expertise in quality assurance tools, techniques, and standards.

- Evaluates and makes contributions to best practices.
- Processes large quantities of detailed information with high levels of accuracy.
- Implements a variety of cross-checking approaches and mechanisms.

**Analytical Thinking; Knowledge of techniques and tools that promote effective analysis and the ability to determine the root cause of organizational problems and create alternative solutions that resolve the problems in the best interest of the business. Proficiency Level: 3**

- Approaches a complex problem by breaking it down into its component parts.
- Chooses among a diverse set of analytical tools according to the nature of the situation.
- Organizes and prioritizes the sequence of steps to be taken to remedy the situation.
- Quantifies the costs, benefits, risks, and chances for success before recommending a course of action.
- Identifies many possible causes for a problem based on prior experience and current research.
- Seeks discrepancies and inconsistencies in available information; explains variances.

**Team Management; Knowledge of effective team building techniques and ability to form and manage effective teams. Proficiency Level: 3**

- Ensures that team members are on board, unified, and moving in the same direction.
- Employs appropriate techniques for maintaining team enthusiasm, energy, and focus.
- Communicates both within the team and to stakeholders.
- Leads the definition of team mission and objectives for the team.
- Brings projects to closure and ensures capture of what can be learned from the experience.

**Teamwork and Collaboration / Interpersonal Relationships; Knowledge of the techniques and the ability to work with a variety of individuals and groups in a constructive and collaborative manner. Proficiency Level: 3**

- Learns and utilizes special talents and work styles of team members.
- Shows and promotes respect for differences and diversity.
- Works with large or multiple teams that span functions, issues, locations, and time zones.
- Identifies and addresses potential problems or issues within the team.
- Establishes and maintains effective working relationship with each team member.
- Coordinates roles, responsibilities, and interdependencies of all team members.

### **Knowledge and Experience**

- Accounting management experience in industry, non-profit, or accounting firm
- Demonstrated mastery of multiple accounting and financial software applications; software implementation experience preferred
- Experience managing a team
- Knowledge of charitable sector accounting principles and regulations preferred

### **Education and Certifications**

- Accounting designation, Chartered Professional Accountant (CPA) or equivalent
- Proficiency in English

### **Working Conditions**

- Work is generally carried out during the day, Monday to Friday (9:00 a.m. to 5:00 p.m.), some weekends and evenings may be required

- Hybrid working model with 40% in office in Toronto, and up to 60% work from home
- The office environment is open concept and workspace is shared with office colleagues
- Workstations consist of sit/stand desks, anti-fatigue floor mat, swivel chair, laptop dock, and double monitor
- Work requires long hours in front of screens

### Job Information

**Position Level:** People Leader

**Department:** Finance and Administration

**Position Status:** Permanent

**Activity Rate:** 100%, 37.5 hours/week

**Location:** Toronto

**Status:** Must be legally authorized to work in Canada; MSF Canada is not in the position to support a work permit process for any applicant outside of Canada.

**Benefits:** Health Spending Account, Lifestyle Spending Account, group insurance (Life, Dependent Life, AD&D, LTD), Peace of Mind plan (i.e. prescription drugs, accidental dental, hospital care, etc.), 5% RRSP contributions (no matching required), starting 4 weeks' vacation/year, flexible work hours, annual professional development budget, Employee and Family Assistance Program (EFAP), and a positive and innovative office culture grounded in our core values of humanity, integrity, and results.

### Additional Information

MSF Canada is a people-focused humanitarian organization that is proud to offer a diverse, collaborative, and inclusive work environment. We strongly believe this approach enhances our work and we're committed to equity in employment. The organization seeks to attract and engage the best professionals to join and maintain meaningful, productive and lasting work relationships. We embrace diverse motivations and backgrounds of people working together to exhibit their passion in action for the social mission of MSF.

MSF Canada acknowledges the existence of systemic racism and oppression and is committed to sustaining and strengthening its anti-racism and anti-oppression (AOAR) efforts. As MSF Canada continues to grow and strive to remove barriers in its offices in Canada and in MSF work environments abroad, we welcome applications from individuals with unique experiences of intersectional oppression on the basis of their social markers such as their ethno-racial identity, age, gender identity, education, socio-economic status or place of origin. We encourage Black, Indigenous, People of Colour, LGBTQIA2S+ people, individuals living with disabilities and any individual deserving equity to apply.

In line with MSF's December 2021 pledge to reduce our carbon emissions by 50% by 2030, compared to our 2019 baseline, we encourage everyone to embrace and embed sustainable and climate-friendly practices. Applying a climate and planetary health lens will help us improve our operational impact. Facing climate change and environmental degradation through our operational activities by focusing on mitigation and adaptation will decrease our dependency on fossil fuels, reduce our ecological footprint and help protect human health. Everyone, at all levels, with all skill sets is needed to address the global threat of climate change.