



Competition #: 202615 Accountant FT – Admin office

Position	Location	Title/Grid Level	Closing Date
Accountant	Admin Office	14-P	May 29, 2026
Hours of Work/Week	Wage Rate/Salary	Shift Schedule	Use of Personal Vehicle
37.5	\$40.03 - \$50.59	Monday to Friday between 8 am & 6 pm	Yes

“This position is open to all qualified individuals and this position requires Union membership.”

“This position is pending classification.”

Job Summary The accountant oversees accounting operations, ensures accurate financial reporting with funder requirements and internal controls. The accountant supervises the accounting clerk. Prepares financial statements, supports budget and audits, and provides financial analysis and advise to leadership.

Key Duties and Responsibilities:

Financial Reporting & Compliance

- Ensure accurate recording of financial transactions and compliance with Generally Accepted Accounting Principles (GAAP) and organizational policies.
- Investigates, follows-up to discuss and resolve unusual or questionable entries, balances, or variances.
- Prepare monthly, quarterly, and annual financial statements and supporting schedules.
- Prepare donor financial reporting, completing quarterly and annual financial reporting for our funders.
- Provide financial reports to senior leadership, the Board of Directors, funding agencies, and regulatory bodies.

General Ledger & Account Reconciliation

- Code, record, and post transactions to journals and the general ledger, including complex items (e.g., leases, amortization, capital acquisitions).
- Prepare and analyze trial balances and balance sheet reconciliations; adjust as necessary.

Budgeting & Forecasting

- Coordinate preparation of annual and program budgets.
- Monitor budget performance and prepare variance analyses and forecasts.
- Project cash flow and provide financial planning support to leadership



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Audit Support & Internal Controls

- Prepare documentation and working papers for audits.
- Coordinate audit activities and ensure timely delivery of requested information.
- Identify and recommend improvements to accounting and financial policies, procedures and systems.
- Develops financial policies and operational planning.
- Exercise independent judgment and discretion in performing duties.
- Make decisions in financial matters.

Payroll

- Process payroll and calculate and remit statutory deductions (income tax, CPP, EI).
- Prepare and submit year-end reporting (T4s, T4 Summary).
- Complete and submit WorkSafe/WCB reporting and premium remittances.
- Administer pension deductions (e.g., MPP or other pension reporting and remittances).
- Prepare health benefits and union reports.
- Reconcile payroll accounts and general ledger entries.

Supervision & Support

- Provide functional direction to accounting staff.
- Handles financial grievance and participate in mediation processes with the Executive Director.
- Assign tasks and ensure completion of accounting duties and reporting deadlines.
- Offer guidance to program managers on budget monitoring and financial procedures.
- Perform related duties as required.

Qualifications:

Education

- Chartered Professional Accountant (CPA) designation (mandatory).
- Thorough working knowledge of Generally Accepted Accounting Principles (GAAP).
- Knowledge of non-profit and fund accounting.

Experience

- Minimum three (3) years of recent, related accounting experience.
- Demonstrated experience preparing financial statements, budgets, reconciliations, and audit documentation.
- Equivalent combinations of education, training, and experience may be considered.

Skills and Abilities

- Strong analytical, problem-solving, and financial management skills.
- Advanced proficiency in accounting software and Microsoft Excel.
- Excellent organizational and time management skills.
- Effective written and oral communication.
- Ability to supervise support staff and provide financial guidance to non-financial managers.



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- Professional integrity and discretion with confidential information.
- Ability to work collaboratively in a unionized environment.
- Vulnerable sector criminal records check required.

Closing Location:

To apply for this position please send your cover letter and resume in one PDF document to:

humanresources@ishtarsociety.org with the subject line: Attention: Juan Damasco Competition # 202615 Accountant FT – Admin Office	Date Posted: April 23, 2026
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Each applicant is responsible for ensuring that the Society receives his/her application by 4:00 p.m. on the closing date. Any application received past this time will be considered late. Candidacy of late applications will be considered as external candidates.