



JOB POSTING

SENIOR ACCOUNTANT

The Workers Health and Safety Centre (WHSC) is a not-for-profit unionized training organization that provides health and safety leadership, training and information services to Ontario workplaces. We are seeking a Senior Accountant as a critical role in the Administration team. Reporting to the Director, Finance and Administration, this position manages all financial data, coordinates all accounting functions, and responsible for all regulatory reporting and compliance filing. For information about WHSC visit www.whsc.on.ca.

Location: Central Office, 675 Cochrane Dr. Suite 710, East Tower, Markham, ON, L3R 0B8

Wage Range: \$74,066 to \$115,856 per year, commensurate with experience and qualifications.

WHSC is committed to fostering a workplace that is both inclusive and representative of the communities we serve. To meet these objectives, we invite all qualified candidates from diverse backgrounds to apply. It is WHSC Policy that all employees work in an inclusive environment that acknowledges and promotes equal rights for all persons, including those with disabilities, as outlined in the *Canadian Charter of Rights and Freedoms*, the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act, 2005*. Please be advised that disability accommodation is available upon request.

Applications will be accepted until **4:30pm Wednesday, March 22nd 2023**. If interested, please forward your cover letter and resume to careers@whsc.on.ca

Required Knowledge and Skills:

- Chartered Professional Accountant (CPA) designation in good standing.
- Not-for-profit experience an asset.
- Minimum 5+ years of accounting experience with demonstrated increases in responsibility.
- Demonstrated experience with transaction processing, payroll processing, month end closing and external audit preparation.
- Knowledgeable and up to date with payroll requirements in Ontario, Canada.
- Comfortable with new technology and digital tools; experience with Office 365 and Microsoft Teams, cloud accounting software, and paperless working environment an asset.
- Experience with QuickBooks Online; ADP Workforce Now; AP automation and expense management tools preferred.
- Project management experience an asset.
- Excellent oral, interpersonal and presentation skills; problem solving/judgment skills, and high level of attention to detail and accuracy.
- Flexible and adaptable to change and shifting priorities.

- Self-motivated and highly reliable.
- Ability to maintain confidentiality and exercise discretion.
- Ability to work independently and in a collaborative team setting.
- Experience/involvement in the labour movement an asset.

Responsibilities and Duties:

- Actively plan and coordinate all accounting operational functions.
- Provide support to accounts payable and accounts receivable and other administrative team members.
- Process weekly payroll; payroll record keeping and payroll reporting.
- Monitor and reconcile bank account transactions daily.
- Troubleshoot and problem solve when needed.
- Manage all financial data necessary for accurate and timely reporting.
- Maintain regulatory reporting and compliance filing, including WSIB, HST, EHT, Union Dues, Pension, RRSP, AD&D and other routine remittances.
- Maintain reporting and processing of T2200s, annual return with Ontario Business Registry and monitoring CRA My Business account.
- Work closely with Director of Finance and Administration, to coordinate and assist with internal and external financial statements, external audits and budget processes.
- Assess current accounting operations; evaluate internal control systems and policies and offer recommendations for improvements.
- Implement new processes and participate in the implementation of new systems and upgrades where needed.
- Evaluate the effectiveness of accounting software and supporting database.
- Other related duties as assigned.