



ONTARIO FEDERATION OF SNOWMOBILE CLUBS

POSITION TITLE: Accounting Manager
CLASSIFICATION: Full-Time, Permanent
REPORTS TO: Chief Financial Officer

The Ontario Federation of Snowmobile Clubs (OFSC) is a not-for-profit organization that is currently seeking an Accounting Manager. The Accounting Manager oversees all financial and accounting processes for multiple organizations within the federation. This involves month end, year-end and day to day financial practices, while working collaboratively with individuals within each organization.

Responsibilities

- Update, verify and maintain accounting journals and ledgers and other financial records in accordance with generally accepted accounting principles.
- Perform month end reconciliation processes.
- Find and use accounting data to resolve accounting problems and discrepancies.
- Collaborate with multiple team members to coordinate and ensure financial accuracies.
- Maintain the accounts payable through monitoring of purchase order processes, data entry, uploading invoices, requisitions, and expense reports into QuickBooks software. Check, verify and process invoices and prepare payments for signature.
- Maintain the accounts receivable functions through data entry, coding, recording and reconciling payments.
- Perform all necessary account, bank, and other reconciliations.
- Assist in the preparation of monthly, quarterly, and annual filings for WSIB, CRA etc.
- Serve as the point of contact for financial duties between multiple organizations and the federation.
- Coordinate the year-end financial audits for numerous organizations.
- Other duties from time to time as assigned by the Chief Financial Officer.

Qualifications

Required Experience and Education:

- A post-secondary degree in finance, accounting, business or a combination of relevant experience and training

- Minimum of 5 years of relevant experience in a financial management role in a not-for-profit organization
- Knowledge of relevant legislation including income tax and GST/HST/PST

Skills and Attributes:

- Time management skills and ability to prioritize, while working with multiple organizations and projects, while meeting strict deadlines
- Experience with payroll processing
- Financial reporting and analysis
- Proficiency in QuickBooks is required
- Advanced proficiency of Microsoft Excel
- Strong analytical skills and attention to detail
- Excellent verbal and written communication skills

Please send your cover letter and resume to Amy Lorenzin, Chief Financial Officer at alorenzin@ofsc.on.ca with the job title as the subject line. Applications will be reviewed immediately until the position is filled. We thank all candidates for their interest, only those selected for an interview will be contacted.