



STAFF ACCOUNTANT

Position Title:	Staff Accountant
Position Type:	Permanent, Full Time (37.5 hours per week)
Location:	Hybrid, Home Office/5657, 15 th Side Road, Milton, ON
Reports To:	Chief Executive Officer
Start Date:	TBD
Salary/Wage:	Salary ranging from \$60,000-\$72,500 annually
Benefits:	Comprehensive Benefit Package (health, dental, vision, short-term and long-term disability) RRSP matching program (3% of earnings) Education bursary program (\$200-\$500 per annum)

Who we are:

We envision a world where no child is too complex to receive the love, care, and support they deserve. The Darling Home for Kids provides professional, holistic, high-quality, and personalized hospice, respite, and residential care for children with medical complexities and their families.

Our Home is a place of joy and tranquillity, filled with the smiles and laughter of children engaging in unique and enriching experiences. While children create joyful memories within our walls, their parents can take a break from the stress and isolation of caring for a child with such great needs.

By joining our team, you will be growing with us as we embark on our journey to complete a multi-million-dollar capital expansion in 2023. This construction project will expand our walls and increase our ability to provide care for one of the most vulnerable populations in our community. With plans to build new bedrooms and revitalize both our clinical and therapeutic spaces, we are excited to build more space for the moments that matter.

The Opportunity:

Working at The Darling Home for Kids is more than just a job; it's joining a group of dedicated professionals who are devoting their careers to making a difference in the lives of families facing the daily challenges of caring for a child with complex medical needs. As an integral member of our team, the Staff Accountant will work under the direction of the Chief Executive Officer in performing all financial functions for the registered charity, including full cycle accounts payable, accounts receivable, payroll, banking, government returns, budget creation and management, audit preparation and financial reporting to stakeholders, ensuring the financial accountability and sustainability of the charity.

Core competencies for this position include strong financial acumen, acute attention to detail, time management skills and the ability to work as a collaborative team member.

Our organization follows a hybrid work model. The chosen candidate will work from The Darling Home for Kids at 1+ days per week, dependent on business needs, and their home office the remainder of the time. This position is also required to attend after-hours meetings (approx. 6 times/year).

Key Responsibilities:

Accounting Functions

- Performs full cycle accounting duties as the sole financial staff person for the charity
- Creates and manages the organization's annual operating budget (\$3M - \$5M); includes multiple revenue sources and expenditures allocated across government funded programs
- Payroll processing semi-monthly for approx. 50 employees; reconciliation of hourly timesheets
- Accounts payable; approx. 100/mth
- Accounts receivable; approx. 25/mth
- Journal entries; approx. 30/mth
- Bank reconciliations; includes reconciliation of approx. 125 credits and 100 debits
- Remains apprised of changes in accounting standards, making recommendations to the CEO
- Ensures compliance with internal controls, financial policies and procedures and generally accepted accounting principles
- Maintains all financial records for the charity

Financial Reporting

- Prepares monthly, quarterly, annual and program specific financial statements for internal and external reporting to stakeholders
- Quarterly presentation of financial statements (P&L, Balance Sheet, and Financial Analysis) to the Board of Directors and Finance and Audit Committee
- Prepares cash flow forecasting

Government Reporting and Remittances

- Prepares quarterly reports for government stakeholders for program related funding including the Ministry of Health and Long Term Care and Ministry of Children, Community and Social Services
- Completes reconciliations for one-time government funding, including federal wage subsidies and grants, provincial wage enhancements and minor capital funding
- Completes all payroll reporting; T4's, ROEs, WSIB remittance and EHT
- Preparation of HST return semi-annually
- Reconciles all donation and event revenue, and completes the annual Registered Charity Information Return (T3010) required by CRA

Tax Accounting

- Year-end preparations; completes accruals and adjusting entries, calculates amortization and depreciation for capital assets, and reconciles board designated funds
- Liaises with external auditors in the preparation of audited financial statements
- Monitors and ensures compliance with accounting standards in the utilization of deferred revenue and tax receipting compliance according to CRA guidelines

Performs other related duties as assigned.

Qualifications:

- Post secondary education in finance, accounting or equivalent; CPA or equivalent preferred
- 3 to 5+ years' experience in full cycle accounting for a small to medium sized organization
- Strong financial acumen; Knowledge of accounting standards and practices for not-for-profit entities an asset;

- Computer proficiency with advanced skills in Microsoft Excel and working knowledge of Outlook, Microsoft Teams and Word
- Experience with computerized accounting software; Quickbooks considered an asset
- Payroll processing experience required
- Excellent organizational/analytical skills
- Acute attention to detail
- Demonstrated effective communication/interpersonal skills and ability to work collaboratively in a multidisciplinary team environment
- Superior time management skills to effectively handle multiple competing priorities

Required within 30 Days of Hire:

- Satisfactory Criminal Record Check with vulnerable sector screening
- Satisfactory pre-employment Medical Clearance, including proof of being fully vaccinated having received the recommended dosage(s) of a COVID-19 vaccine, as approved by Health Canada.

To Apply: Email your resume and cover letter to careers@darlinghomeforkids.ca. Please specify in the subject the position you are applying for and your full name (e.g. Staff Accountant – Jessica Smith).

We thank all applicants for applying, and regret that only those selected for an interview will be contacted. No phone calls or visits, please. The Darling Home for Kids is an equal opportunity employer and we will accommodate applicants with disabilities in the recruitment process.

The Darling Home for Kids
Attention: Kristin Horrell
Chief Executive Officer
careers@darlinghomeforkids.ca
www.darlinghomeforkids.ca