



Canadian Centre for Occupational Health and Safety  Centre canadien d'hygiène et de sécurité au travail

JOB DESCRIPTION

Position Title: Accounting Manager (1-Year Temporary)
Service Unit/Department: Finance
Reports to (Title): Vice President, Finance and Chief Financial Officer
Position #: FI-128
Classification Level: 13

JOB SUMMARY

Through its services and products, CCOHS advances health and safety in Canadian workplaces, and the physical and mental well-being of Canadians.

The Finance Department is responsible for the centralized financial, asset and systems management for CCOHS and external customers.

The Accounting Manager reports to the Vice President, Finance and Chief Financial Officer and is primarily responsible for maintaining the financial control environment while providing accurate and timely financial reports to management. This position works closely with the Vice President, Finance and Chief Financial Officer and several other key players in the organization to successfully develop both the ERP and business intelligence systems. This position also works closely with managers to ensure their reporting needs are being met and provides valuable financial analysis. This position is responsible for managing a small team of financial professionals.

DUTIES AND RESPONSIBILITIES

- 1. Finance Management 40%**
 - 1.1 Manages full cycle accounting inclusive of accounts receivable, accounts payable, general ledger management, business analysis and full financial reporting.
 - 1.2 Manages day to day accounting issues, providing coaching and mentorship, and monitoring performance.
 - 1.3 Ensures that the weekly, monthly, quarterly, and annual financial reporting are prepared on a timely basis and that CCOHS is meeting deadlines for the submission of financial information to the Government of Canada, provinces, and other partners.
 - 1.4 Prepares and analyses the annual budget and provides value added insight into cost recovery programs.
 - 1.5 Prepares various reports for external stakeholders, including the Departmental Plan and Departmental Results Report and reports for the Council of Governors.
 - 1.6 Implements and develops the use of both the ERP and business intelligence systems. This includes developing the reporting functionality to provide value added information to all departments monthly.
 - 1.7 Responsible for development of processes, procedures, and best practices.
 - 1.8 Ensures that financial transactions and reporting are compliant with internal controls and Treasury Board Secretariat directives.
 - 1.9 Oversees the preparation and submission of monthly trial balances to the Federal Government.
 - 1.10 Provides and oversees financial support across the Centre.
 - 1.11 Responsible for the review of contracts for financial commitments and working with CCOHS service units to ensure that the financial commitments are upheld.

- 2 **Staff Management** **30%**
- 2.1 Coaches staff with a wide range of financial acumen, primarily the direct reports within the Finance group.
 - 2.2 Provides oversight to the team of both Financial Analysts and technical staff.
- 3 **Financial Administration** **25%**
- 3.1 Prepares and completes the initial review of the monthly internal financial statements.
 - 3.2 Prepares and completes the review of all budgets and forecasts.
 - 3.3 Distributes reports approved by the VP, Finance and Chief Financial Officer to the CCOHS management team and to the Government of Canada.
 - 3.4 Prepares the CCOHS reports for the Government of Canada, including the Departmental Plan and the Departmental Results report.
 - 3.5 Oversees procurement activities for all CCOHS.
 - 3.6 Analyzes the internal financial statements to identify opportunities for cost recovery improvement.
 - 3.7 Prepares draft annual financial statements for the CCOHS annual report.
 - 3.8 Leads the coordination of the work of various auditors to meet tight deadlines.
 - 3.9 Key player in the successful implementation and management of financial systems and system enhancements (e.g., CCOHS ERP and Business Intelligence systems).
 - 3.10 Various other projects and ad hoc analysis as required.
 - 3.11 Preparation and analysis of reconciliations for key accounts.
4. **Other** **5%**
- 4.1 Other related duties, as assigned.

SUPERVISION

Direct Reports	5
Indirect Reports	None

EDUCATION

- University degree in Commerce, Business Administration or equivalent.
- Professional accounting designation is required (CPA).

EXPERIENCE

- Several years of experience in progressive accounting roles and experience in a financial management role.
- Federal government experience is a strong asset.
- Experience preparing financial statements, audit working papers and account reconciliations.
- Experience in implementing and managing BI reporting system.
- Experience in implementing and managing internal controls within an ERP.

SKILLS

- Advanced Microsoft Excel skills.
- Strong communication and organizational skills.
- Ability to meet deadlines and manage multiple priorities.
- Ability to maintain confidentiality of personal data.
- Bilingualism (French / English) is an asset.

OTHER

Hours of Work:

- Monday to Friday; 37.5 weekly hours; schedule is determined with approval from Manager, within core hours (7:00 a.m. to 6:00 p.m.)

Job-Specific Requirements:

- Employees must undergo security screening as a condition of employment.