

## 4.4 Accountant

### Background

Reporting to the Executive Director, the Accountant is responsible for ESCE financial, accounting, administrative services in order to meet legislative and regulatory requirements.

### Key Responsibilities

- Coordinate financial planning and budget management functions.
- Prepare, monitor and analyze monthly and quarterly operating results against budget for performance and risk assessment.
- Investigate variances in budgets, reporting and general accounting and resolve issues as required.
- Maintain and reconcile the general ledger.
- Prepare timely and accurate bank and financial statements.
- Maintain cash controls, monitors bank balances, ensures data integrity in all financial reporting.
- Monitor and maintain cash reserves
- Work with the executive director to develop annual budgets, coordinate the annual audit and yearly budget.
- Accounts Payable and Receivable - reconciles accounts, prepare journal entries, issue receipts, maintain invoices for all account receivables, reconcile daily, weekly and monthly deposits, maintain accurate records.
- Payroll and Benefits - process full-cycle monthly payroll for a staff of 11 employees including benefit and pension administration, T4's, ROE's, WCB reports, processing employee expense reports
- Manage subsidy applications and processes
- Auto withdrawals, credit card and deposits
- manage vender loans
- Collections
- point of contact for Pderas
- invoices and invoice adjustments
- Keep working papers up to date
- Prepare for annual audit
- manage vender loans

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Approved:

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