



Ottawa Jewish Community School

Established in 1949 as Hillel Academy

Chief Accountant – Ottawa Jewish Community School

Why join the Ottawa Jewish Community School?

The Ottawa Jewish Community School (OJCS) is an all-day, trilingual elementary school that aims to develop academic and personal excellence in our students in an inclusive, caring and pluralistic environment that is based on Jewish religion, culture and values.

We are continuing our journey of educational excellence. To this end, OJCS has a way of doing things, distinct from any other school in our city. There are six big things (our “North Stars”) to remember about the way we do things at our school:

- Each person is responsible for the other
- There is a floor here but no ceiling
- We have spirit
- We are always on inspiring Jewish journeys
- We own our learning; we own our own story
- We learn better together

In the current COVID-19 environment, we are very proud that our school was able to transition to a virtual learning program for all grades – Kindergarten to Grade 8 – and continues to provide a full educational experience for our students throughout the school day.

As the OJCS is transitioning from an outsourced to an in-house model for the provision of financial services; our new Chief Accountant will be critical in establishing the infrastructure and processes to support meaningful financial management for the school. The Chief Accountant is a full-time position. We offer competitive salary and benefits, including flexible working arrangements and flexible summer hours. If you are a person who wants to shape best in class financial processes, the OJCS needs you!

The Opportunity:

The Chief Accountant, working directly with the Head of School, is responsible for the direct administration of general accounting services at the OJCS.

Job Type: Full-time, Permanent

Work Remotely: Temporarily due to COVID-19; option for flexibility beyond

Compensation: We are offering a competitive compensation package, which includes group benefits, free parking and flexible working hours during the summer, while school is out.

What you will be responsible for day to day:

Respect. Responsibility. Reaching for Excellence.

31 Nadolny Sachs Private, Ottawa, Ontario, K2A 1R9

Phone: 613-722-0020 ☒ Fax: 613-722-7346

www.theojcs.ca



- Directing and completing accounting operations for OJCS and the OJCS Board of Directors, including managing general ledgers and related sub-ledgers, trial balances, payables and receivables.
- Creating purchase orders and processes invoices (including those related to contracts) by ensuring that the goods and services have been received, proper authorization has been obtained and that the invoices are accurate.
- Coding all purchase orders and invoices with the appropriate general ledger codes and entering transactional information into the accounting system. Managing vendor payment runs.
- Completing the month-end and year-end transactions and producing regular financial reports for management, the Board of Directors and other stakeholders.
- Leading the annual budget process and monitoring budget to actual on a regular basis.
- Managing the financial aspects of the annual student enrolment process, including the administration of tuition assistance, creation of parent agreements/invoices and processing of tuition payments.
- Oversight and administration of employee contracts and payroll (processed directly by a third-party service provider).
- Supporting the external auditors with the financial audit process ensuring that the files and records are prepared in accordance with year-end and audit compliance requirements.
- Providing procedural direction and interpretation of financial policies to OJCS employees, parents, vendors/suppliers and financial stakeholders.
- Recommending changes to procedures, systems and operations and internal controls, to increase efficiency and accuracy.
- Ensuring financial policies and procedures are documented and current.

Who we are looking for:

Minimum Qualifications

- Post-Secondary Education, either University Degree (specializing in Finance or Accounting) or College Diploma (specializing in Business Administration, Commerce, Accounting) or an equivalent combination of education and experience
- Minimum five (5) years' finance and accounting experience, preferably in the not-for-profit sector
- Proficiency in Microsoft Office
- Advanced abilities in Excel
- Sound working knowledge of Canadian GAAP and financial reporting requirements.
- Sound working knowledge of management accounting practices.
- Strong analytical and financial reporting skills

Preferred Qualifications

- Advanced knowledge and experience with QuickBooks
- Strong organizational and interpersonal skills
- Communication skills (listening, verbal and written)

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- Independent worker/thinker
- Initiative
- Leadership skills
- Team player
- Problem solving abilities
- Multi-tasking
- Attention to detail and accuracy

Apply Now: If you think the Chief Accountant position at the OJCS is a good fit with your skills and experience, we want to hear from you. Please submit your resume with a cover letter to finance@theojcs.ca.

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