



# Ottawa Jewish Community School

*Established in 1949 as Hillel Academy*

## **Chief Accountant**

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.

The Chief Accountant is critical in maintaining 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 the best-in-class financial processes, OJCS needs you!

### **The Opportunity:**

The Chief Accountant is responsible for the direct administration of general accounting services at the OJCS.

What you will be responsible for day to day:

- Guiding and directing accounting operations and bookkeeping 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 processing 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, bank reconciliations, and producing regular financial reports for management, the Board of Directors and other stakeholders.
- Supporting the annual budget process and monitoring the budget-to-actual on a regular basis.
- Managing the financial aspects of the annual student enrollment process, including the administration of tuition assistance, creation of parent agreements/invoices and processing of tuition payments.
- Issuing and tracking donation receipts for income tax purposes
- Preparing HST filings
- Oversight and administration of employee contracts and payroll (processed directly by a third-party service provider), with knowledge of Collective Agreements.
- 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, 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 diploma or degree in Accounting, Finance, or a related field (
- Proficiency in accounting software - QuickBooks
- Minimum five (5) years' professional bookkeeping or accounting experience, preferably in the not-for-profit sector



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- 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

- Strong organizational and interpersonal skills
- Communication skills (listening, verbal and written)
- Strong time management and ability to meet deadlines
- Ability to work independently and as part of a small team
- Initiative
- Leadership skills
- Proven analytical and research skills
- Problem-solving abilities
- Multi-tasking
- Attention to detail and strong numerical accuracy

OJCS is an equal opportunity employer committed to fostering an inclusive and accessible environment. We are dedicated to building a workforce that reflects the diversity of the community in which we live, including those with disabilities. Should you require accommodation or support in any aspect of our recruitment and selection process, we will work with you to meet your needs.

Job Type: Full-time, Permanent

Salary Range:

\$70,000 - \$75,000 plus benefits, free parking on-site, discounted gym membership at the JCC

### **To Apply:**

Interested candidates are invited to submit a cover letter and résumé to: [work@theojcs.ca](mailto:work@theojcs.ca)

Applications will be reviewed as they are received. Only candidates selected for an interview will be contacted.