



Canadian Mental  
Health Association  
Association canadienne  
pour la santé mentale



years of  
community  
ans de  
communauté

## Career Opportunity

### Senior Accountant Temporary Full Time, 6 Month Contract, Hybrid Position

**Position Summary:** This position will play a key role in ensuring an efficient and effective accounting and finance function for CMHA National. The incumbent will ensure the integrity of accounting data and the delivery of financial information on a timely and accurate basis.

**About CMHA:** Founded in 1918, the Canadian Mental Health Association (CMHA) is the most established, most extensive community mental health network in Canada. Through a presence in more than 330 communities across every province and one territory, CMHA provides advocacy and resources that help to prevent mental health problems and illnesses, support recovery and resilience, and enable all Canadians to flourish and thrive. Our vision is a Canada where mental health is a human right. CMHA has been chosen as one of [Canada's best places to work by Forbes magazine](#) in 2021 and 2022.

**Location:** This position will be based at our office, located in downtown Toronto. To encourage collaboration and explore new ways of working, CMHA National supports a hybrid work model of 2 days in the office and 3 days working from home.

#### Position Responsibilities:

##### Financial Control:

- Prepare various funders' and donor's reports and monthly management financial statements
- Provide monthly expense reports to program management and assist program management to forecasts future month's expenses.
- Recognize and allocate revenues, cash receipts to appropriate general ledger account, and prepare all month-end adjustment entries with appropriate supporting documents
- Reconcile various month-end sub-ledgers with GL and investigate account variances and discrepancies.
- Scrutinize all general ledger accounts, provide insight and various financial analyses, monitor agency expenses, and identify cost-saving opportunities
- Lead in the year-end closing, prepare year-end external audit schedules, and respond to various queries and requests from auditors.
- Maintain and improve the Chart of Accounts/GL Structure to ensure reporting and recording effectiveness and efficiency
- Monitor and analyze significant variances, key metrics, and business trends
- Identify, maintain, implement, and continuously improve the financial system to ensure financial system and control are effective and efficient throughout the organization
- Develop reasonable cost-sharing models on various shared costs to ensure financial reports reasonably present the actual costs of each program's operational cost.
- Lead in the funder's financial monitoring process and prepare supporting documents
- Perform backup duties for payroll and other financial functions as required.

##### Compliance

- Comply with federal, provincial, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Gather and analyze data to ensure financial statements, bank reconciliations, benefits deductions, and other accounting-related activities are statutorily and legally appropriate and within the guidelines of Generally Accepted Accounting Principles (GAAP).
- File and remit GST/HST, Charity Return, and other required filing.

##### Education:

- University degree in Accounting or Finance or an equivalent combination of education, training, and experience.
- CPA designation would be an asset.



### Experience:

- 5 years experience in Accounting or Finance working in the not-for-profit or charitable sector or a comparable combination of experience and skills.

### Knowledge:

- Expert working knowledge using Microsoft Office product suite required.
- Excellent understanding of accounting rules and procedures including the Generally Accepted Accounting Principles (GAAP).
- Familiarity with QuickBooks software would be an asset.
- Familiarity with internal and external audit processes.

### Skills:

- Exceptional organizational and time management skills with a strong attention to detail.
- Exceptional verbal and written communication, relationship management, and presentation skills.
- Effectively able to work under pressure and manage change in a fast-paced environment.
- Strong employee relations orientation and a commitment to serve staff and management.
- Self-starter able to work with limited supervision in a remote work setting.
- Capability to work independently or within group dynamics as required.
- Innovative thinker with strong organizational, interpersonal, and leadership skills.
- Proficient critical and analytical thinking, problem solving and judgment abilities.
- Highly motivated and passionate about mental health.
- Bilingual (French & English) would be an asset.

**Compensation:** \$72,000 - \$75,000 per year commensurate with experience and qualifications, along with benefits, a flexible work environment and a workplace culture committed to personal wellbeing and psychological safety.

### Working conditions:

- This is a full-time position, working standard office hours (currently 35 hours/week).
- This position functions in a standard office environment, using typical office equipment, with extended periods of sitting, telephone interaction and/or working at a computer and no unusual physical demands.
- Due to the public nature of this job, there may be some challenging contacts or situations from external stakeholders.

### Are you a fit?

If you are interested in applying for the role, please submit a PDF copy of your resume and cover letter by **January 20, 2024**, to [careers@cmha.ca](mailto:careers@cmha.ca). The subject line should mention "**Senior Accountant**". We thank you for your interest and please note that only those identified for an interview will be contacted.

To learn more about CMHA, visit: [www.cmha.ca](http://www.cmha.ca)

*CMHA is committed to our workforce reflecting the diversity of the communities within which we work. As such, we explicitly encourage applications from persons with disabilities, members of Black, Indigenous and racialized communities, people of all sexual orientations, gender identities and expressions, and others who may contribute to the diversity of our staff. We invite you to self-identify in your cover letter. Please let us know if you require accommodations throughout the application process.*