



**Staff Accountant, Executive Office**  
**Full-time 18 Month Contract Position (Maternity Leave Cover)**  
**\$60,000-65,000**

The College of Opticians of Ontario is the body that registers and regulates all opticians in the province, and we ensure that optical services in Ontario are provided by healthcare professionals who maintain a high standard of practice and professionalism.

We are a small and highly motivated team, and as the **Staff Accountant, Executive Office**, you'll have the opportunity to have a big impact. At the College, we encourage creativity and innovation, and are continuously improving our processes and policies with the help of our dedicated and insightful team.

This is a great opportunity to make a difference, grow professionally, and work in a collaborative, supportive team environment.

**Responsibilities:**

- Process accounts payable for external vendors, staff, and Board members
- Process bi-weekly staff payroll, and track PTO accruals
- Prepare general ledger entries and reconcile monthly accounts in Quickbooks
- Manage the College's system of accounts including keeping records of all transactions
- Assist external auditors with the annual audit, providing all necessary documentation, reports, and explanations where needed
- Process and maintain Board Member expense claims, ensuring all payroll deductions are accurate and responding to payment queries in a timely manner
- Respond to vendor queries via phone/email and assist with account reconciliations and setting up payments
- Ensure compliance with monthly financial obligations to the Canada Revenue Agency
- Ensure year-end reporting and payment of Employee Health Tax
- Ensure adequate professional liability and property insurance coverage
- Develop and oversee the yearly budget in conjunction with the Deputy Registrar, and Registrar
- Prepare regular financial variance and monitoring reports, and presenting reports to the Executive Committee and Board
- Manage and report on the investment portfolio of the College
- Supporting the Deputy Registrar and Registrar with financial queries, reports, and/or general departmental functions as needed

**Required Qualifications**

- University degree in Finance, Accounting, Business, or a relevant field
- At least two years of experience in accounting or bookkeeping
- Experience using QuickBooks or QuickBooks Online for accounting and reporting functions
- Experience with payroll processing systems

- Experience with ADP TeamPay or ADP ezLabor is an asset
- Strong written and verbal communications skills, including experience with presentations
- Proficiency with Excel

### **Required Competencies**

- Meticulous attention to detail and accuracy.
- Able to think critically and to exercise independent and sound judgment in anticipating needs and taking initiative.
- Ability to set priorities and work independently and as part of an integrated team.
- Ability to deal with confidential issues in a sensitive, efficient and professional manner internally and externally.
- Proactive and confident team player with demonstrated initiative, judgment and discretion.
- Proven time management, organizational and analytical skills; ability to manage multiple priorities and deadlines.
- Dependability, professionalism, trust and confidentiality – exhibits exceptional work ethic and values consistent with the organization.

### **To Apply**

Please submit a resume and cover letter to [fasad@collegeofopticians.ca](mailto:fasad@collegeofopticians.ca) by June 7, 2024. We thank all applicants for their interest, however only those candidates selected for an interview will be contacted.

The College of Opticians of Ontario, an equal opportunity employer, is committed to creating a diverse, equitable, and inclusive environment that is reflective of the diversity of the public that we serve. Eligible candidates from equity-deserving groups are encouraged to apply, including Indigenous persons, racialized persons / persons of colour, women, LGBTQ2S+, and persons with disabilities. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided throughout the recruitment, selection and/or assessment process to applicants with disabilities.

The College is committed to providing reasonable accommodations for individuals applying to positions within the organization. If you require additional assistance for any part of the application process, you may contact [fasad@collegeofopticians.ca](mailto:fasad@collegeofopticians.ca).