

Accounting Manager

For over 100 years, The Elliott Community has had the privilege of providing care to citizens of Guelph and surrounding area. The Elliott offers a range of services to tailor care for each resident at every stage of life, including Long Term Care, Retirement, Life Lease and Respite Care. The Elliott shares a trusted and prideful relationship with the City of Guelph as the City's designated Home for the Aged (the only provincially-approved relationship of its kind), and is accredited with CARF Canada. Dedicated to providing the highest quality of life for residents, The Elliott has a unique philosophy formed on family values.

The Opportunity

The Elliott Community is seeking an Accounting Manager who plays the important role of managing the financial operations of The Elliott Community and ensures the high quality delivery of all financial functions, reports and analyses in an efficient and productive manner.

Reporting to the Chief Finance & Operations Officer, The Accounting Manager will provide sound expertise regarding compliance of regulatory issues related to finance, specifically within the scope of long-term care and retirement residences. He/she will lead The Elliott Community's financial accounting and reporting, assist in financial and organizational planning activities and provide support and input for related business processes. The successful incumbent will be responsible for the management of all financial operations (accounts payable, accounts receivable, resident billings and trust accounts, financial audits, financial accounting and reporting, budgeting, cash flow management, and purchasing) and for the provision of related procedures, controls, and reporting systems.

Duties and Responsibilities

- Provide leadership, support and expertise to organizational leaders in the formation of their budgets, evaluation and all other finance related areas with direction from the Chief Finance & Operations Officer
- Develop a strong understanding of all organizational operations, especially as they affect finance and assist with the operational budgeting and forecasting processes
- Prepare and/or approve of all financial and statistical reporting requirements to external agencies, internal financial statements, operational variance analyses and business analyses.
- Cost analysis and reduction; Identify and implement continuous process improvements related to finance, and other inter-departmental processes.
- Provide leadership and promote teamwork, collaboration, and the implementation of best practices within the finance department related to accounting, reporting, internal controls and other financial matters.
- Collect, analyze and report data versus budget for ascertaining financial performance and risk assessment related to achieving budget targets and operational objectives.
- Monitor legislation, regulations, policies, and procedures applicable to financial reporting and operations, and ensure compliance as required.
- Arrange for audits as necessary and provide support for all audit engagements.

The Ideal Candidate

- Accounting designation (CPA) and a university degree, preferably in business or commerce.
- Minimum of 3-5 years' experience in a medium to large organization, preferably public sector; experience with healthcare is preferred; brings a passion for seniors and an ability to learn the details of the sector quickly.
- Experience and knowledge with accounting systems, budgets, internal controls, and business planning.
- Strong attention to detail, a high degree of accuracy, high level of integrity, confidentiality and accountability.
- Leadership abilities; experience in a leadership role with team building skills, a well-defined sense of diplomacy, including strong negotiation, conflict resolution, and people management skills.
- Sound analytical thinking, planning, prioritization, execution skills with effective communication skills both verbally and in writing.
- Strong problem identification and problem resolution skills, with the ability to respond appropriately in pressure situations with a professional demeanor.
- Able to build and maintain lasting relationships with other departments, key business partners, and government agencies.
- High level of proficiency with Microsoft Office suite (Excel/Word/Powerpoint) and advanced proficiency with financial accounting software, MS Dynamics GP software an asset.

What We Offer

- Full time hours and a competitive compensation package with participation in the OMERS pension plan and extended health and dental benefits for qualifying staff
- A flexible work environment and an opportunity to collaborate with goal oriented professionals and make meaningful contributions in the lives of our residents

How to Apply

If you thrive in a value based, performance driven environment and enjoy a challenge, please send your resume to humanresources@elliottcommunity.org

In support of persons with disabilities, The Elliott Community asks that job applicants with disabilities who require accommodation in the recruitment and selection process, please advise Human Resources if contacted for an interview so that a suitable accommodation can be arranged. (In compliance with AODA, 2006, Integrated Accessibility Standards 2011, Employment Standards). If you require assistance in completing a job application due to a disability please contact Human Resources directly. Information collected during this process will be used for recruitment purposes only.

As a health care institution, our highest priority is the safety of residents, staff and families. As a result, we are adopting all prevention measures to ensure the safety of our residents, staff and families. Therefore, any offer of employment is conditional upon you submitting proof that you have been fully vaccinated with a Health Canada or World Health Organization (WHO) approved COVID-19 vaccination as soon as possible and no later than fourteen (14) calendar days prior to the effective start date, in addition to maintaining your fully vaccinated status on an ongoing basis, subject to any accommodation required by applicable human rights legislation. If a candidate fails to satisfy this condition (or any other condition(s) set out in an offer), any offer of employment shall be immediately rescinded.