




ACCOUNTANT

Reports to | Financial Analyst

 The Accountant monitors the current and future cash position of the MFA by providing support to the finance function within the organization, ensuring control over financial assets while incorporating a variety of accounting components. In creating and overseeing the successful completion of the company's substantial day to day banking transactions, the Accountant confirms that cash records are in place and accurate, according to established protocols. Other responsibilities include general accounting, budget, and payroll support, and may be called upon to do ad-hoc project work to support the programs it represents and the organization as a whole.

SCOPE

The Accountant is responsible for the smooth flow of cash transactions to and from the MFA on a daily basis and ensuring that corporate accounting records are accurate. Supporting the MFA team, the role provides assistance with a variety of financial, accounting, and analytical tasks, and is a key support to the annual/quarterly budget and year end processes. From time to time, the Accountant may be called upon to represent the MFA through public presentations, and networking with clients, Board members and MFA third party service providers

DELIVERABLES

- Balances and safeguards the MFA's daily cash position
- Manages daily and monthly banking, ensuring all transactions are reconciled with MFA system and supporting documentation is in place
- Ensures bank accounts are operating within agreed upon limit requirements
- Provides month-end and year-end financial, statistical, and analytical reports and reconciliations
- Reconciles the Debt Reserve Fund monthly to ensure all costs are captured correctly and process payments as required
- Administers payroll including payroll preparation and reconciliation (ongoing and year-end) and preparation of T4s
- Administers benefits including MSP, extended health/dental programs, employee insurances, and pension plan participation
- Provides support during the annual and quarterly budget process
- Review of short term borrowing program month ends and PHISA activity for reasonableness
- Processes tax submissions
- Maintains accurate and up-to-date accounts payable records
- Assists in completion of tasks when the Controller is absent to support the fluidity of the team in alignment with organizational competencies.

ROLE-SPECIFIC SKILLS AND KNOWLEDGE

SKILLS

- **Communication** – well-spoken, articulate and writes effectively
- **Attention to detail and accuracy** - completes timely, accurate financial transactions and provides complete records regarding cash and money movement
- **Organizational and time management** – manages and prioritizes workload to meet tight deadlines
- **Accounting** - carries out established accounting, auditing, and internal control procedures
- **Collaboration** – works effectively with clients, stakeholders and MFA staff
- **Proactive** – anticipates needs and proactively solves problems, takes action/makes suggestions



- **Adaptability and flexibility** – easily shifts direction and adapts to changing priorities

KNOWLEDGE

- Financial industry and environment
- Principles and practices of financial management, accounting, and internal control
- Banking and cash transaction procedures in accordance with the Canadian Payments Association



SUPERVISORY RESPONSIBILITIES

The Accountant does not have supervisory responsibilities.



STAKEHOLDER RELATIONSHIPS

- CIBC Mellon – works collaboratively to ensure smooth transactions and solve problems during tight deadlines
- Other third party service providers – reviews reports and collaborates to solve problems
- MFA Staff – provides support and shares information
- MFA clients – provides support and collaborates to resolve issues as they arise



EDUCATION AND EXPERIENCE

- Enrolment in CPA program, relevant undergraduate degree, and/or equivalent experience
- Minimum of three years' experience or demonstrated expertise in accounting and/or finance



ORGANIZATIONAL COMPETENCIES

LEADERSHIP

The MFA's success is built on their credibility and strong reputation amongst its stakeholders, garnered through their demonstrated leadership skills. The MFA team members exhibit leadership by promoting the organization's mission and vision with character, an open-minded, positive, can-do attitude, and approachability. Team members are aware of themselves and others and understand the impact of their actions. They have a strong presence and demonstrate confidence and capability. They are flexible and are able to adapt quickly to changing priorities, are resilient and are able to calmly and confidently deal with setbacks.

COMMUNICATION

MFA team members are strong communicators. They are approachable and professional in their dealings with other team members and external stakeholders. They are able to educate and speak articulately about the functions of the MFA and they demonstrate strong written and verbal skills. They can take complex information and make it simple and accessible. MFA team members are effective listeners and understand the content and context of communication and discern what to share, when to share it, and with whom, as well as the appropriate method for the communication.

RELATIONSHIP-BUILDING

Relationship building is a cornerstone of MFA's success. Team members' relationships with external stakeholders establish and uphold MFA's credibility and reputation. Internally, team members build constructive working relationships by being supportive and by assisting team members when necessary. They seek first to understand and take the time to listen and talk through issues when they arise. They are respectful and approachable. Externally, MFA team members build trust through ethical work practices, honesty and openness. They achieve



results and demonstrate integrity by doing what they say they will do, and building strong loyalty among both internal and external stakeholders.

TEAMWORK AND COOPERATION

The MFA relies on a strong, collaborative team for its success. MFA team members are engaged in their work with the team, and participate with energy and enthusiasm. They are inclusive in their dealings with other team members, ensuring appropriate sharing of knowledge and information. They demonstrate a willingness to step in and help other team members when needed and have each other's backs, supporting and giving grace when necessary. They effectively and quickly resolve conflicts with other team members and choose appropriate interactions when doing so. They know and support one another's work and deliverables and acknowledge and celebrate each other's successes and achievements.

RELIABILITY

MFA team members can be relied on at both the individual and organizational level. They provide accurate, ethical, reliable outputs to each other and external stakeholders so that they can make informed decisions and take appropriate risks. They provide timely, accurate analysis and assessment and demonstrate consistency in their work outputs both internally, and externally.

QUALITY AND PROFESSIONALISM

The MFA has an exceptionally strong reputation in the marketplace and insists on a high standard of quality. Team members meet these high standards despite tight deadlines and complex requirements. They are committed to quality work and produce excellent results. They exemplify professionalism in all interactions with others, both internally and externally.

STRATEGIC THINKING

Strategic thinking is essential to team members' success at MFA. Team members understand the big picture of the organization's mission and vision and its impact in the marketplace, as well as the impact of his or her specific job role within the organization. They are discerning, and can be counted on to effectively solve problems and make good decisions. They express an ongoing interest in things, externally, that relate to their role. They stay current with the industry, marketplace and economic events and can communicate with stakeholders intelligently and knowledgeably.

ACCOUNTABILITY

MFA team members are accountable and take responsibility for their actions, owning mistakes and demonstrating initiative to solve problems. They step up and take on challenges when necessary. They follow through on commitments.

INITIATIVE

The MFA team is collaborative and requires team members to demonstrate initiative in their own roles. MFA team members are not passive – they constantly scan the internal and external environment and anticipate where they can be useful and effective, and take action accordingly. They are always on the lookout for more effective work processes and make constructive suggestions for improvements. They are prepared when opportunities arise and act without being prompted.



CONTINUOUS IMPROVEMENT

Industry and job knowledge are essential to job effectiveness. MFA team members stay current with the industry and marketplace and are consistently looking for ways to improve the way MFA does business. Creativity and innovation are encouraged and team members think in terms of desired outcomes, not just reactive, quick solutions. They strive to improve in their job outputs by seeking opportunities to increase knowledge and develop skill, personally and professionally, through both formal and informal means.