About Grand Concourse Authority (GCA)

Grand Concourse Authority (GCA) is a member-based, non-profit organization, established under the Grand Concourse Act (1994). We are dedicated to the development and maintenance of an extensive network of walkways, greenspaces, and amenities throughout the Northeast Avalon Peninsula. Since our incorporation in 1994, the GCA has successfully completed more than 500 community-development projects and over 200 km of walkways. Our members are a diverse group made up of neighbouring municipalities, institutions and not-for-profit organizations with the common goal of improving the health and wellness of our communities through the development of these public spaces.

The Position

The Grand Concourse is currently searching for a motivated, energetic and enthusiastic individual to join our team as a Professional Accountant. Reporting to the Chief Executive Officer, the Accountant will perform a variety of accounting, administration and analytical activities in addition to providing ongoing financial support to the Grand Concourse’s overall operations.

Major Duties and Responsibilities

1. Financial management of all Grand Concourse Authority (GCA) operations in order to ensure that finances are maintained in an accurate and timely manner and comply with relevant legislation, by-laws, policies and procedures.

Main Activities:
- Compute information, calculate, prepare, enter and record journal entries to the computerized accounting system
- Assist in preparing GCA project budgets
- Estimate revenues and expenses
- Review and analyze financial statements and reports
- Conduct financial analysis and cash flow forecasting
- Maintain project summary sheet
- Maintain variance report
- Monitor internal financial controls
- Prepare for and respond to the annual audit
- Ensure annual Charity Return is completed and submitted
- Manage Business Investment funds
2. Perform the day to day processing of financial transactions to ensure that GCA finances are maintained in an effective, up-to-date and accurate manner using Simply Accounting and Excel software.

- Prepares and issues invoices to members and non-members
- Record and track incoming cheques
- Complete bank deposits
- Issue the weekly supplier cheque run
- Prepare bank reconciliations
- Prepare and submit quarterly HST Public Service Body claims
- Complete supplier credit applications for submission

3. Human Resources Management

- Assist in staff recruitment by interviewing, selecting, and training employees
- Implement human resource policies and procedures
- Supervise staff and delegate responsibilities
- Take corrective action when required

4. Maintain the overall funding for GCA projects.

- Complete funding proposals for submission
- Complete and submit request for payment
- Compile detailed reports and back-up information for payment requests / audits
- Track project funding

5. Complete payroll functions in order to ensure staff are paid in an accurate and timely manner.

- Establish and maintain confidential employee files
- Process TDI forms
- Calculate salaries and benefits
- Verify pay amounts, hours of work, deductions, etc.
- Request the bi-weekly payroll on-line through ADP
- Issue records of employment
- Examine and issue T4’s and other income tax information requested by staff
- Track vacation leave, credited hours and sick leave
- Distribute employee pay statements
- Data sort timesheet information into projects
- Reconcile timesheet total with payroll total
- Enter project totals in accounting system
- Track consumer price index rates

6. Provide support and advise the Executive Officer and Chair to ensure they can make effective decisions.
Main Activities:
- Attend Board Meetings
- Prepare agendas, information and resources for Zoom / Board Meetings
- Maintain and circulate minutes of meetings
- Review and edit annual report
- Assist with the preparation or revision of by-laws and motions
- Maintain Grand Concourse Lists of Members and Directors
- File annual Corporation Return

7. Provide administrative support in order to ensure effective and efficient office operations

Main Activities:
- Issue Tyco security codes and keys to the building and work sites to staff
- Maintain passwords for on-line businesses / government organizations
- Confirm income / employment as per staff / outside requests
- Complete Workplace, Health and Safety Commission (WHSCC) annual payroll forms
- Liaise with WHSCC regarding workers compensation matters
- Maintain Sunlife health benefits on-line program
- Assist staff with Sunlife health benefits program enquiries
- Maintain London Life RRSP and TFSA programs
- Attend Concourse Management meetings, compile and distribute minutes
- Collect money and provide receipts
- Maintain a filing system for all financial documents
- Ensure the confidentiality and security of all financial and employee files

8. Perform other related duties as required.

Qualifications

Considerable experience in financial analysis and reporting, supplemented by a university degree in Business Administration with a concentration in accounting from a recognized post-secondary institution or sufficient qualifications as determined by assessment. Knowledge of charitable / not for profit organizations would be an asset.

Application Process

Applications complete with a cover letter and resume can be emailed, in confidence to Manager of Administration at spenney@grandconcourse.ca no later than August 7, 2022.

The Grand Concourse offers a competitive compensation and benefits package. If you are searching for a dynamic position and are looking to join a high-functioning team, we want to hear from you.