

Roots of Empathy – Senior Accounting Manager

Who are we?

Roots of Empathy is an internationally acclaimed, award-winning, not-for-profit organization which operates globally. Its mission is to build caring, peaceful, and civil societies through the development of empathy in children and adults. Since its creation in 1996 by Founder President Mary Gordon, Roots of Empathy has reached over 800,000 children with its empathy-based programs and has been called “Canada’s olive branch to the world”.

Roots of Empathy has been the recipient of numerous global awards. Most recently, in 2017, Roots of Empathy was chosen as one of the most inspiring social innovations of the year by Finnish education organization HundrED. It was also recognized by UpSocial in Athens, Greece and Lisbon, Portugal as an innovation best placed to address the challenge of children at risk of social exclusion through their project “Accelerating Change for Social Inclusion”. Roots of Empathy was also chosen as one of the world’s top three best practice children’s organizations by the Klaus J Jacobs Foundation.

The Roots of Empathy program, which takes its name from the organization, is an evidence based classroom program shown in over 18 years of independent research to reduce aggression and to increase children’s social and emotional competence. Our programs are based on experiential learning and rooted in relationship. Through a series of classroom visits over the course of the school year by a neighborhood parent and infant, students are guided by a trained Roots of Empathy Instructor using our celebrated curriculum to read the baby’s emotional cues and take the baby’s perspective. Students reflect on the loving relationship between baby and parent – the first and most powerful model of empathy. Empathy is the ability to understand how others feel and to feel with them. It’s at the core of our humanity. Empathy encourages inclusion, social cohesion and respect and is best developed through experiential learning.

For more information please visit: www.rootsofempathy.org

The Opportunity

Roots of Empathy is looking for a proactive financial manager experienced in the not-for-profit sector who is ready for the next challenge in their career. Responsible for accounting, finance and program logistical support, the Senior Accounting Manager must be a hands-on leader able to multi-task and manage several projects to tight deadlines. Familiar with the latest standards for Canadian charities, the ideal candidate will also have experience with financial accounting for international not-for-profit entities.

The ability to work in a fast-paced environment and to demonstrate adaptability and initiative are key for this role. Reporting to the Director of Finance and Administration, the successful candidate will implement and manage the financial and accounting aspects of the strategic plan, annual operating budget and management reporting.

Duties include but are not limited to:

Accounting and Finance

Under the direction of the Director of Finance and Administration, responsible for managing all phases of the day-to-day accounting functions including the following:

- Accounts payable and accounts receivable
 - Cash flow management and banking
 - Expense reporting
 - Credit card reporting
 - Payroll
 - Inventory tracking
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- Responsible for ensuring that all accounting entries relevant to the functions noted above are recorded accurately and in accordance with the Generally Accepted Accounting Policies (GAAP) in Canada and all Roots of Empathy entities in other countries.
 - Preparation of the monthly/quarterly and year-end financial management reports comparing actuals against the approved budget and explanation of related variance analysis
 - Preparation of financial reports to funders
 - Preparation and coordination of year-end annual audit including support to external auditors.
 - Responsible for external financial reporting to regulatory bodies, including charitable returns in all jurisdictions and to funders
 - Preparation of relevant Canadian government returns
 - Preparation of HST/VAT and other tax returns
 - Supports Director of Finance in preparation of annual budget and forecasting
 - Performs other duties as required

Payroll Processing and accounting:

Responsible for the administration of all human resources related activities including:

- Preparation of all relevant human resources documentation required by the federal and provincial jurisdictions, as well as, the Roots of Empathy Human Resources Policies and Procedures.
- Review and approval of all payroll input data from the third party payroll services in Canada and the United States, as well as applicable journal entries
- Preparation of the EHT annual return

- Ensuring that all confidential information is securely maintained and that proper filing and record keeping is in place.
- Supervision of Payroll Accountant to ensure accurate and timely preparation of all payroll services through to preparation of T-4s and other statement of earnings
- Filing of compliance reporting to federal and provincial jurisdictions
- Maintenance and filing of benefits program

Program Logistics and Support

Responsible for managing and coordinating the Program Logistics and Support Department's activities including:

- Instructor Training and Certification compliance for program delivery
- Administrative Duties including vulnerable sector checks and other compliance related activities
- Accurate and timely record keeping of instructor and program reporting statistics to support funder invoicing and reporting
- Annual planning and management of inventory needs relative to the training and program projections in Canada, the USA, Germany and all other International program locations
- Oversight and management of program resource inventory including record keeping, forecasting of inventory requirements and liaison with distributor to ensure accurate and timely fulfillment, annual inventory physical count and reconciliation, and pricing

Supervisory Functions

Direct supervision of General Accountant, Payroll Accountant, Program Support Supervisor and Office Assistant including annual goal setting, performance reviews and assignment of work.

Required Knowledge, Skills and Abilities

Knowledge:

- CPA or equivalent with familiarity in not-for-profit accounting in accordance with Canadian Generally Accepted Accounting Principles
- Knowledge of accounting standards in other jurisdictions highly desirable
- Familiarity with Canadian labour legislation and employee practices
- Advanced knowledge of Microsoft Office Suite and QuickBooks Enterprise software and ADP Payroll systems

Skills and Abilities:

- Supervisory skills with the ability to motivate, mentor and develop our team including objective setting and progress reviews

- Excellent proactive communication skills, both written and oral, with the ability to convey complex financial information succinctly
- Strong analytical skills and experience with budgeting and management reporting
- Ability to prepare accurate and timely financial reports and communicate to funders and other stakeholders
- Time management and organizational skills essential with a view to developing effective and efficient work processes.
- Personal qualities of integrity, and dedication to the mission, goals and values of Roots of Empathy
- Keen team player with desire to contribute to Roots of Empathy activities outside of the finance function
- Fluency (oral and written skills) in additional languages, especially French, German or Spanish is an advantage
- Working with Indigenous peoples (First Nation, Aboriginal, Metis and/or Inuit) paired with a strong understanding of Indigenous history, culture and protocol is an asset

Education and Qualifications:

- Qualified CMA (CPA) accounting designation or equivalent, (or finalist)
- Post-secondary education in business administration and finance
- 3 to 5 years experience at the supervisory level in an Accounting Department

This full-time position is based in Toronto, ON

Salary: Permanent position with a competitive salary and benefits program. Please state salary expectations with application.

Application deadline: May 4, 2018

Interested candidates should send current resume and cover letter to:

jobs@rootsofempathy.org