**Massey Centre (“the Centre”)** is an award-winning, accredited Children’s Mental Health Centre that is a multi-service, non-profit, unionized, community agency located in the east end of Toronto. The Centre is committed to nurturing empowerment, independence and growth for young pregnant and parenting women, children and families in a non-judgmental, inclusive environment by providing a residential care and treatment program; supportive transitional housing; on-site high school program, community housing support and referral services; and maternal infant mental health programs and services. We do this by working collaboratively as a multi-disciplinary team with community partners to provide holistic programs and support that respond to mental health, education and transitional needs. The Centre also operates an EarlyON Child and Family Centre and an Early Learning Centre. All the programs and services are open to families, young women and their children living in the broader community.

Massey Centre has an exciting new opening for a Senior Accountant. Reporting to the Director of Finance and Administration (DFA), the Senior Accountant is responsible for directing and overseeing the application of accounting principles and procedures in order to analyze financial information, preparing accurate and timely financial reporting and ensuring appropriate accounting control procedures are maintained at the Centre. This position is also responsible for coaching, training and developing the Finance staff to support the success of the Centre. In the absence of the Director of Finance and Administration, the Senior Accountant will act in her/his absence.

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| **Term:** | Permanent Full-time (40 hours/week) |
| **Department:** | Finance and Administration |
| **Reports to:** | Director of Finance and Administration |
| **Qualification:** | * University degree and recognized Canadian accounting designation, or equivalent combination of education and experience
* Minimum 5 years of related accounting experience, including at least 3 years experience supervising staff in finance department and working in the not-for-profit and community-based organization
* Comprehensive knowledge of generally accepted accounting practices, budget administration, financial forecasting, analysis and reporting
* Knowledge of federal and provincial legislation affecting charities and charitable status including CRA regulations in Canada
* Proficient in the use of various software packages, including accounting (Sage 300 ERP), spreadsheet (Excel) and word processing (Word)
* Ability to analyze and reconcile numbers and avoid errors
* Excellent organizational, administrative, time management, analytical, problem solving and decision-making skills
* Excellent oral and written communication skills
* Ability to take initiative, anticipate outcomes, work independently with minimal supervision
* Ability to work effectively with staff, volunteers, vendors and others
 |
| **Closing Date:** | **November 30, 2020; 5:00 p.m.** |
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The Centre offers a dynamic work environment and career advancement opportunities. The successful candidate must have a negative criminal reference check and vulnerable sector screening as a condition of employment.

In accordance with *the* *Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005,* andthe *Massey Centre’s Accommodation Policy*, accommodation will be provided in all parts of the hiring process. Please make your needs known in advance.

Massey Centre encourages applications from persons who represent the diverse populations we serve.

**Qualified applicants should send their cover letter and resume by the closing date to:**

**­Human Resources**

**Massey Centre**

**1102 Broadview Avenue**

**Toronto, ON M4K 2S5**

**Fax: 416-425-4056**

OR

**Email:** **hr@massey.ca** **(please quote "Senior Accountant" in the subject line)**

*We thank all applicants, however, only those we select for interview will be contacted.*